



## **USER MANUAL**

### **User Manual for Program Sponsor Users (RO/ARO) of the Student and Exchange Visitor Information System**

FINAL

April 30, 2003

---

## **TABLE OF CONTENTS**

<b>1. INTRODUCTION.....</b>	<b>1</b>
1.1 Purpose of SEVIS .....	1
1.2 Privacy Act Considerations .....	1
1.3 Glossary .....	2
 <b>2. DESCRIPTION OF SYSTEM FUNCTIONS .....</b>	 <b>2</b>
2.1 Overview of Screen Components .....	2
2.1.1 SEVIS Screen Components .....	3
2.1.2 Additional SEVIS Screen Components .....	4
2.1.3 Online Help Functions .....	4
2.2 Accessing SEVIS .....	5
2.2.1 Guidelines for Passwords.....	6
2.2.2 Change Password Every 90 Days .....	7
2.2.3 Change Password Voluntarily .....	7
2.2.4 Log Into SEVIS.....	8
2.2.5 Log Out of SEVIS.....	9
2.3 Completing Exchange Visitor Forms DS-2019 .....	9
2.3.1 Complete Page 1 of the Form DS-2019—Personal Information .....	10
2.3.2 Complete Page 2 of the Form DS-2019—Site of Activity .....	16
2.3.3 Complete Page 3 of the Form DS-2019—Dependent Information .....	19
2.3.4 Complete Page 4 of the Form DS-2019—Add Financial Information .....	22
2.3.5 Submit the Form DS-2019 .....	26
2.3.6 Print a Draft or Final Form DS-2019 .....	26
2.3.7 Reprint a Form DS-2019.....	27
2.4 Exchange Visitor Lists.....	28
2.5 Exchange Visitor Information Screen—Initial Status .....	33
2.5.1 Amend Program .....	34
2.5.2 No Show.....	35
2.5.3 Reprint a Form DS-2019—EV is in Initial Status .....	36
2.5.4 Validate Program Participation—EV in Initial Status.....	36
2.6 Exchange Visitor Information Screen—Transfer Status .....	38
2.6.1 Transfer Into Your Program—Validate the EV’s Program Participation.....	38
2.7 Exchange Visitor Information Screen—Active Status .....	39
2.7.1 Actions Menu.....	40
2.7.1.1 Amend Program .....	40
2.7.1.2 Change of Category Request .....	41
2.7.1.3 Correct Minor or Technical Infraction.....	41
2.7.1.4 End Program for EV .....	41
2.7.1.5 Extension Beyond the Maximum Duration of Participation Request.....	42
2.7.1.6 Extension Within the Maximum Duration of Participation Request.....	43
2.7.1.7 Matriculation.....	43
2.7.1.8 Reprint a Form DS-2019—EV in Active Status.....	43
2.7.1.9 Terminate EV .....	43

2.7.2	Edits Menu .....	44
2.7.2.1	Biographical Information.....	44
2.7.2.2	Dependents.....	45
2.7.2.3	Financial Information .....	45
2.7.2.4	Site of Activity.....	45
2.7.2.5	Subject/Field .....	46
2.7.3	Transfer Menu.....	46
2.8	Exchange Visitor Information Screen—Inactive Status .....	47
2.8.1	Correct Minor or Technical Infraction.....	47
2.8.2	Reinstatement Request.....	47
2.8.3	Cancel Reinstatement .....	48
2.8.4	Terminate .....	48
2.9	Updating Program Information (Forms DS-3036 and DS-3037) .....	48
2.9.1	Amendment.....	49
2.9.1.1	Complete Amendment Page 1 .....	50
2.9.1.2	Complete Amendment Page 2 .....	51
2.9.1.3	Complete Amendment Page 3 .....	60
2.9.1.4	Print a Form DS-3036, Form DS-3037, or Draft Form .....	63
2.9.1.5	Submit the Amendment Request .....	64
2.9.2	Redesignation.....	64
2.9.2.1	Complete the Redesignation Application .....	64
2.9.2.2	Submit the Redesignation Request .....	65
2.9.3	Change Program Sponsor Name.....	66
2.9.4	Request Allotment of Forms DS-2019 .....	66
2.9.5	Request Brochures .....	67
2.9.6	Cancel Program.....	67
2.9.7	Pending Requests.....	67
2.9.8	Register for Batch Processing.....	68
2.9.9	Add/Update Officials .....	68
2.9.9.1	Update an Existing Official's Record .....	69
2.9.9.2	Delete an Existing Official .....	70
2.9.9.3	Replace the RO .....	70
2.9.9.4	Add New Officials (AROs) .....	72
2.9.9.5	Add Existing Officials .....	74
2.9.10	Update Address.....	75
2.10	Exchange Visitor Search.....	75
2.11	Alerts.....	77
2.12	Reports .....	78
2.12.1	Generate a Report .....	79
2.12.2	Print a Report.....	80
2.12.2.1	Printing a Report Using the Internet Explorer Browser .....	80
2.12.2.2	Printing a Report Using the Netscape Browser .....	81
<b>3.</b>	<b>OPERATING INSTRUCTIONS .....</b>	<b>83</b>
3.1	Initiate Operation .....	83

---

3.2	Maintain Operation .....	83
3.3	Terminate and Restart Operations .....	83
<b>4.</b>	<b>ERROR HANDLING .....</b>	<b>83</b>
<b>5.</b>	<b>HELP FACILITIES .....</b>	<b>84</b>
 <b>APPENDIX A—ACRONYMS AND ABBREVIATIONS</b>		
<b>APPENDIX B—STATUS VALUES FOR EXCHANGE VISITORS AND DEPENDENTS</b>		
<b>ATTACHMENT A—DOS MAXIMUM AND MINIMUM DURATION OF PARTICIPATION RULES</b>		
<b>ATTACHMENT B—EXTEND RESEARCH SCHOLAR/PROFESSOR BEYOND 36 MONTHS</b>		
<b>ATTACHMENT C—PARTICIPATION BY CATEGORY MATRIX</b>		

## **EXHIBITS**

Exhibit 1: Criminal Penalties .....	2
Exhibit 2: SEVIS Listing of Programs .....	3
Exhibit 3: SEVIS – Set Password Screen .....	6
Exhibit 4: SEVIS Log in Page .....	8
Exhibit 5: SEVIS Navigation Bar .....	9
Exhibit 6: SEVIS Listing of Programs .....	10
Exhibit 7: New Exchange Visitor Personal Information Screen .....	11
Exhibit 8: SEVIS — Exchange Visitor Site of Activity Menu.....	16
Exhibit 9: SEVIS — Exchange Visitor Add Site of Activity .....	17
Exhibit 10: SEVIS — Exchange Visitor Dependent Menu .....	19
Exhibit 11: SEVIS — Exchange Visitor Dependents.....	20
Exhibit 12: SEVIS — Exchange Visitor Add Financial Information.....	23
Exhibit 13: SEVIS — Exchange Visitors and Dependents Menu .....	28
Exhibit 14: Exchange Visitor Information Screen—Initial Status .....	34
Exhibit 15: Exchange Visitor Validate Program Screen .....	37
Exhibit 16: Exchange Visitor Information Screen—Active Status .....	40
Exhibit 17: J Eligibility Launch Page—Listing of Programs .....	48
Exhibit 18: Program Sponsor Information.....	49
Exhibit 19: SEVIS Amendment Page 1 .....	50
Exhibit 20: Amendment Page 2 .....	52
Exhibit 21: Amendment Page 3 .....	60
Exhibit 22: Redesignation Application Page .....	65
Exhibit 23: SEVIS Officials .....	69
Exhibit 24: Add Official .....	72
Exhibit 25: Add Existing Official .....	75
Exhibit 26: J Eligibility Launch Page—Search and Alerts Links .....	76
Exhibit 27: Exchange Visitor Search.....	77
Exhibit 28: Reports Page .....	80
Exhibit 29: Internet Explorer Page Setup Window .....	81
Exhibit 30: Netscape Page Setup Window .....	82

## **1. INTRODUCTION**

This manual was written as a resource for Program Sponsor users, that is, Responsible Officers (ROs) and Alternate Responsible Officers (AROs) of the Student and Exchange Visitor Information System (SEVIS).

### **1.1 Purpose of SEVIS**

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on these students and EVs in the U.S. SEVIS enables schools and sponsors to transmit electronic information to the Bureau of Immigration and Customs Enforcement (BICE), formerly the Immigration and Naturalization Service (INS), and the Department of State (DOS) throughout a student's or EV's program in the U.S.

SEVIS will enable sponsors to submit program sponsor designation applications, update sponsor information, submit updates to DOS that require approval, and create and update J-1 exchange visitor and dependent records (that is, accompanying spouse and dependent children records). The DOS Office of Exchange Coordination and Designation will have the capability to review and approve updates made to program and EV records using SEVIS, and ROs and AROs will be notified via email of the results.

This manual contains instructions for accessing SEVIS with a permanent user ID and password. Authorized users (RO and AROs) will be able to submit changes to the program sponsor's record; create and process Forms DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status; view alerts on EVs; and view and print a variety of reports.

Once a program sponsor has been authorized to use SEVIS, all Forms DS-2019 must be created in and issued from SEVIS. Once an EV is registered in SEVIS, the program sponsor must update the EV's record and report on the events required by SEVIS. See 22 CFR 62, Subpart F, of the Exchange Visitor Program regulations for a detailed explanation.

### **1.2 Privacy Act Considerations**

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and disclosure of this information

## **Exhibit 1: Criminal Penalties**

### **Criminal Penalties**

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

## **1.3 Glossary**

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

## **2. DESCRIPTION OF SYSTEM FUNCTIONS**

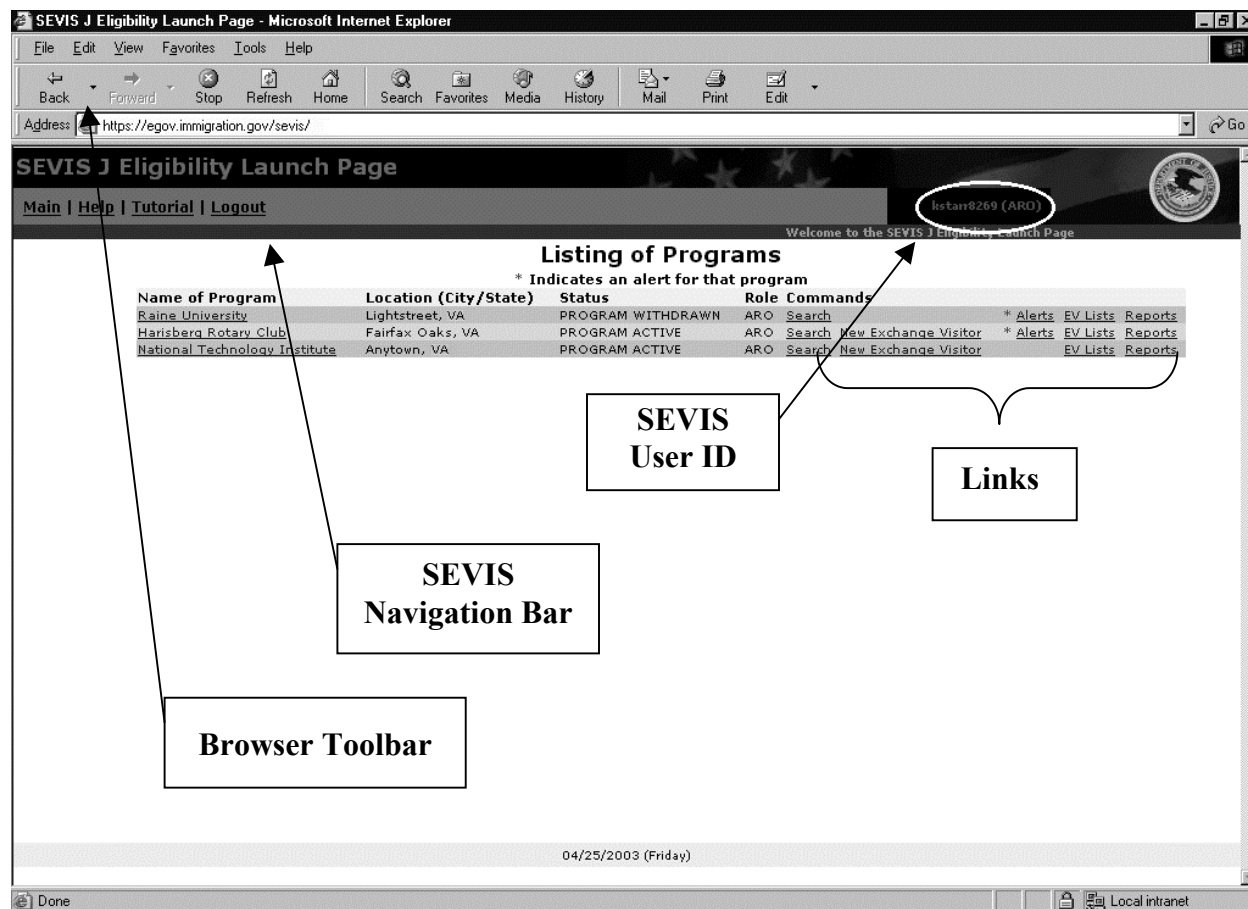
The following sections provide step-by-step instructions for using SEVIS. Included are directions for creating, issuing, and modifying Forms DS-2019 for EVs and dependents.

### **2.1 Overview of Screen Components**

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS Listing of Programs, is an example of the screen that will display when you log into SEVIS. It includes various options that are available on the navigation bar and links that are available from within the list of program sponsors. The screen components are labeled with the terms used in this manual.

## Exhibit 2: SEVIS Listing of Programs



### 2.1.1 SEVIS Screen Components





The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.
- **SEVIS Navigation Bar:** The navigation bar lists the user ID for the logged-in user and the following main functions:
  - **Main**—used to access the main menu or, if you perform as a program sponsor user and a school user, the screen from which you select either the Listing of Programs (J visa) or Listing of Schools (F and M visas) to display the programs or schools for which you are an authorized user
  - **Help**—used to access online help for SEVIS
  - **Tutorial**—used to view a brief demonstration of how to use SEVIS
  - **Logout**—used to exit the system
- **Links:** Click on underlined text to advance to a different screen within SEVIS.



### 2.1.2 Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar:** This is the part of a window that enables users to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These buttons allow users to process data and move between screens. SEVIS uses the following types of buttons:
  - **Command Buttons**—Click to execute a command. For example, clicking this button  enables you to print a copy of the Form DS-2019.
  - **Radio Buttons** —Click to make one selection. Only one radio button can be selected at a time.
  - **Other Input methods:**
    - **Check Boxes** —Click to make one or more selections.
    - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

### 2.1.3 Online Help Functions

Help is always available by clicking **Help** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of help topics and the right panel contains the text associated with the help topic selected. To use the online help, perform the following:

1. In the left panel, click a book to display a list of topics.
2. Click a topic name to view the help text for that topic in the right panel.

To search on a word or phrase, perform the following:


1. Click the Search tab.
2. Type search criteria in the field provided and press the Enter key on the keyboard. The results of the search will be displayed as a list of topics containing the word or phrase that you entered.
3. Click a topic name to view the help text for that topic in the right panel.


To hide the left panel, click the **Hide** button in the top right corner of the right panel. Click **Show** to restore the left panel. To display the preceding or succeeding topic in the current book, click the left-arrow or right-arrow buttons respectively.

Click an underlined word or phrase to see a pop-up explanation or jump to a new topic. To make a pop-up disappear, click anywhere else in the panel or, if using the Netscape browser, click anywhere inside the pop-up. To return from a jump, click the browser's **Back** button.

**Note:** Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser to return to Help, or click any help topic.

To print a topic, first click in the right panel (anywhere will do). Then click the **Print** button below the menu bar, or select **Print** from the File menu.

Close SEVIS Help by clicking the **Close** button  in the upper-right corner of the Help screen.

View a SEVIS demonstration by clicking **Tutorial** on the SEVIS navigation bar. Follow the instructions on the first screen of the demonstration. To close the demonstration at any time, click the **Close** button  in the upper-right corner of the screen.

## **2.2 Accessing SEVIS**

SEVIS requires the use of Microsoft® Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat® Reader Version 5.0 or higher.

You must have a permanent user ID and password to access SEVIS. When approved to use SEVIS, you will receive an email message containing your user ID and a second message containing a secure link to SEVIS. That link is associated with your user ID and is active indefinitely. It can only be used to create a password for your user ID. To use the link and create your password, perform the following:

1. Click on the link contained in the email message. The system will display the Set Password screen as shown in Exhibit 3, SEVIS – Set Password Screen.

### **Exhibit 3: SEVIS – Set Password Screen**



SEVIS - Set Password

Welcome to the SEVIS system.

Username:

Password:

Confirm password:

04/11/2003 (Friday)

2. Enter your user ID in the Username (User Name) field.
3. Enter your password in the Password field. Refer to Section 2.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Re-enter your password in the Confirm Password field.
5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password. If the password is not successfully created, a message indicating the reason will be displayed and you will be able to enter the appropriate data.
6. Once the password is successfully created, click the **OK** button and the system will display the SEVIS login screen.

**Note:** After creating your password, use the SEVIS Log in Page (<https://egov.immigration.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

#### **2.2.1 Guidelines for Passwords**

The guidelines for SEVIS passwords are as follows:

- SEVIS passwords must be between 8 and 16 characters in length.
- The password must contain uppercase and lowercase alphabetic characters, and at least one numeric character.

- Passwords are case sensitive. When you create a password using a mix of uppercase and lowercase letters, it must always be entered that way. For example, the password "Abcdefg8" must always be entered with a capital "A" followed by lowercase letters and the numeral 8, and the password "abcD1234" must include a capital "D" followed by "1234."
- Active SEVIS passwords have a maximum life span of 90 days, at which time you will be required to change your password.
- You cannot reuse any of your previous six passwords.
- SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Contact the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.

### **2.2.2 Change Password Every 90 Days**

You must change your password every 90 days. After 75 days, when you log into SEVIS, the system will display a message asking if you would like to change your password at that time. If you click **Cancel**, you will be logged into the system. If you click **OK**, the Change Password screen will display. After 90 days, when you log into SEVIS, the system will automatically prompt you to change your password. To change your password, perform the following:

1. Enter your current password in the Old Password field.
2. Enter your new password in the New Password field.  
**Note:** You cannot reuse any of your previous six passwords.
3. Re-enter your new password in the Confirm New Password field.
4. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

**Note:** If at any time, you feel that your password has been compromised and you are not able to change it, contact the SEVIS Help Desk (1-800-892-4829) to have your password reset.

### **2.2.3 Change Password Voluntarily**

You may change your password as often as once a week using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system will display the Change Password screen.
2. Enter your SEVIS user ID in the User Name field.
3. Enter your current password in the Old Password field.
4. Enter your new password in the New Password field.  
**Note:** You cannot reuse any of your previous six passwords.
5. Re-enter your new password in the Confirm New Password field.

6. Click the **Change Password** button. The system will display the SEVIS Log in Page. Be sure to use your new password when logging into SEVIS.

## 2.2.4 Log Into SEVIS

When accessing SEVIS via the Internet (<https://egov.immigration.gov/sevis/>), a security alert screen will display. Click the **Yes** button to continue to the SEVIS login screen. Exhibit 4, SEVIS Log in Page, is an example of the login screen.

**Note:** After creating your initial password, use the SEVIS web site to access SEVIS and perform all of your SEVIS-related tasks.

### Exhibit 4: SEVIS Log in Page

SEVIS Log in Page

Welcome to the SEVIS Log in Page  
OMB 1115-0252

**Student & Exchange Visitor Information System (SEVIS)**

\*\*\*\*\* WARNING \*\*\*\*\*

\* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU \*  
\* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. \*  
\* All attempts to access and use this system and/or its \*  
\* resources are subject to keystroke monitoring and recording.\*  
\* Everyone using this system expressly consents to such \*  
\* monitoring and is advised that if such reveals possible \*  
\* evidence of criminal activity or abuse of authority, the \*  
\* information will be reported to authorities for action.\*  
\* Unauthorized access attempts or use in excess of documented \*  
\* authority may subject you to a fine and/or imprisonment\*  
\* in accordance with Title 18, USC, Section 1030 or \*  
\* administrative penalties or dismissal. \*  
\*\*\*\*\* WARNING \*\*\*\*\*

User Name:   
Password:

Login Reset

[Register for New Account](#)  
[Change Password](#)

To log into SEVIS, perform the following:

1. Access the SEVIS Log in Page at: <https://egov.immigration.gov/sevis/>
2. Enter your user ID in the User Name field.
3. Enter your password in the Password field.
4. Press **Enter** on the keyboard or click the **Login** button. The system will display a screen containing important information about using SEVIS.
5. Read the information and then click the **I Have Read and Understand This Notice** button to continue.

The login screen has a **Reset** button that clears any data that you entered. The screen also includes a link to create a new account and a link to change your password. The **Register for New Account** link is used to create a temporary user ID and password and complete the Form DS-3036, Exchange Visitor Program Application. This link is **not** used to obtain a permanent user ID and password for program sponsor officials. The **Change Password** link allows you to change your password voluntarily. Refer to Section 2.2.3, Change Password Voluntarily, for instructions.


**Note:** After 20 minutes of inactivity, your session will time out and you will have to log in again in order to use SEVIS.

### 2.2.5 Log Out of SEVIS

To exit the SEVIS application at any time, click **Logout** on the navigation bar as shown in Exhibit 5, SEVIS Navigation Bar.

**Exhibit 5: SEVIS Navigation Bar**



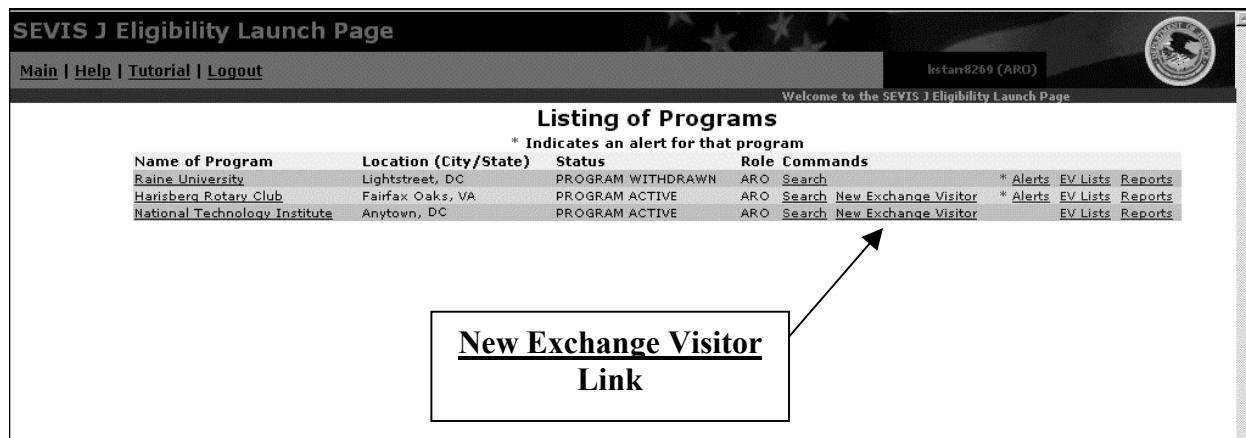
**Note:** If the system should lockup at any time, click the **Close** button  on the browser window to exit SEVIS.

## 2.3 Completing Exchange Visitor Forms DS-2019

The eligibility process enables designated program sponsors to create, maintain, and print records (Forms DS-2019) for EVs and dependents. In addition, SEVIS provides the capability to access and update previously created records.

When logging into SEVIS, the system will display the Paperwork Reduction Act screen, which contains important information about the system. The next screen that displays includes the list of programs associated with the user's ID. Exhibit 6, SEVIS Listing of Programs, is an example of the screen that will display when an ARO logs into the system.

## Exhibit 6: SEVIS Listing of Programs



**SEVIS J Eligibility Launch Page**

Main | Help | Tutorial | Logout

Welcome to the SEVIS J Eligibility Launch Page

Listing of Programs

\* Indicates an alert for that program

Name of Program	Location (City/State)	Status	Role	Commands
<a href="#">Raine University</a>	Lightsstreet, DC	PROGRAM WITHDRAWN	ARO	<a href="#">Search</a> * <a href="#">Alerts</a> <a href="#">EV Lists</a> <a href="#">Reports</a>
<a href="#">Harrisberg Rotary Club</a>	Fairfax Oaks, VA	PROGRAM ACTIVE	ARO	<a href="#">Search</a> <a href="#">New Exchange Visitor</a> * <a href="#">Alerts</a> <a href="#">EV Lists</a> <a href="#">Reports</a>
<a href="#">National Technology Institute</a>	Anytown, DC	PROGRAM ACTIVE	ARO	<a href="#">Search</a> <a href="#">New Exchange Visitor</a> <a href="#">EV Lists</a> <a href="#">Reports</a>

**New Exchange Visitor**  
**Link**

ROs and AROs have the option to create a “New Exchange Visitor” (complete Form DS-2019 for an EV) for any of the programs for which they are assigned a role. Instructions for completing the Form are provided in the subsequent sections.

**Note:** One RO or ARO may begin and save a Form DS-2019 for an EV. Another RO or ARO may complete and submit the Form. The name of the official who submits the record in SEVIS will print on the paper Form DS-2019.

### 2.3.1 Complete Page 1 of the Form DS-2019—Personal Information

To create a Form DS-2019 for a new (initial), current (continuing), or transfer EV, click the **New Exchange Visitor** link (on the Listing of Programs page) to the right of the name of the program in which the EV wishes to participate. The system displays the New Exchange Visitor screen for the selected program as shown in Exhibit 7, New Exchange Visitor Personal Information Screen.

## Exhibit 7: New Exchange Visitor Personal Information Screen

SEVIS - Exchange Visitor Personal Information

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

Welcome to the SEVIS - Exchange Visitor Personal Information

### New Exchange Visitor For Harisberg Rotary Club

Enter Initial Information about Exchange Visitor  
Required fields are marked with an asterisk (\*)

Visa Type: J-1

1. \* Family Name:
2. First Name:
3. Middle Name:
4. Suffix:
5. \* Date of Birth:
6. \* Gender: Male ☐ Female ☐
7. \* City of Birth:
8. \* Country of Birth:
9. \* Country of Citizenship:
10. \* Country of Legal Permanent Residence:
11. \* Position:
12. \* Exchange Visitor Category:
13. \* Subject/Field Description:

\* Subject/Field Remarks:

14. Current U.S. Address:
 

\* Address 1:   
 Address 2:   
 \* City:   
 \* State:   
 \* Zip Code:  -
15. \* Creation Reason:
 

☐ Begin New Program  
☐ Continuing Exchange Visitor  

\* Initial Program Begin Date:   
 Existing IAP-66/DS-2019 form number:

☐ Transfer In from Non-SEVIS Program  

\* Initial Program Begin Date:
16. \* Program Begin Date:
17. \* Program End Date:

17. (For a Continuing or Transferring Exchange Visitor, the program end date should be set to the current program end date on the current IAP-66 or DS-2019.)

11/25/2002 (Monday)

Below is a list of the fields and sections on this screen and a brief description or explanation for each. An asterisk precedes the fields and sections that must be completed. Some of these fields and sections contain text boxes, drop down lists, radio buttons, and command buttons. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	<p>The surname or last name of the EV.</p> <p><b>Note:</b> Consular Affairs has advised DOS that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it appears on the National ID card.</p>



Field	Description/Explanation
2. First Name	The first name of the EV. <b>Note:</b> Even though this is not a required field in SEVIS, Consular Affairs has advised DOS that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it appears on the National ID card.
3. Middle Name	The middle name of the EV. <b>Note:</b> Even though this is not a required field in SEVIS, Consular Affairs has advised DOS that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it appears on the National ID card.
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	The EV's date of birth in MM/DD/YYYY format.
* 6. Gender	The EV's gender, male or female.
* 7. City of Birth	The unabbreviated name of the city where a person was born.
* 8. Country of Birth	The name of the country in which the EV was born.
* 9. Country of Citizenship	The name of the country in which the EV maintains citizenship.
* 10. Country of Legal Permanent Residence	For most EV applicants, the name of the "Country of Legal Permanent Residence" will be the same as the name of the "Country of Citizenship." Some applicants, however, will be permanent resident aliens of a different country, the name of which should be entered here.  Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a one-year contract, and applying for a J visa from Italy, would <b>not</b> be considered a legal permanent resident of Italy.
* 11. Position	Select an option from the list that most closely matches the EV's position in his or her home country.
* 12. Exchange Visitor Category	The J visa participant category for the EV. The options available relate to those authorized by DOS.

Field	Description/Explanation
* 13. Subject/Field Description	<p><b>Note:</b> The DOS subject codes have been replaced with the Classification of Instructional Programs (CIP) codes, 2000 edition, that were developed by the U.S. Department of Education’s National Center for Educational Statistics (NCES). The CIP contains code numbers for instructional programs in all areas of education and is the accepted federal government statistical standard on instructional program classifications.</p> <p>To select the field the EV will be studying or participating in while in the U.S., perform the following:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Select</b> button to display the Course Selection screen. On that screen, open the list of categories by clicking the down-arrow at the right end of the selection box. Make a selection.</li> <li>2. Click the <b>Search</b> button to view the list of subjects for the selected category. Find the subject that most closely matches the EV’s field of study and click on its code, at the left end of the row. The system will automatically return to the personal information page of the Form DS-2019 and the final selection is displayed. If you made an error at any point, repeat Steps 1 and 2.</li> </ol>
* Subject/Field Remarks	Enter additional comments regarding the EV’s program while in the U.S. or enter “None.”
* 14. Current U.S. Address	<p>When data is first entered for an EV applicant who has not yet entered the country, “Current U.S. Address” will be the address where he or she expects to reside, if known. Otherwise, it can be the address of the sponsor. When the EV enters the country and is validated, however, his or her actual U.S. address (where the EV will reside) <b>must</b> be entered, if different from the one originally used.</p> <p><b>Note:</b> When entering data for <b>Secondary</b> (High School) <b>Students</b>, enter the Host Family name in the field labeled “Address 1” and enter the street address for the residence in the field labeled “Address 2.”</p> <p><b>Note:</b> When entering data for a <b>Continuing EV</b>, be sure to update the Current U.S. Address fields to reflect</p>

Field	Description/Explanation
	the correct address for the EV.
* 15. Creation Reason	<p>Select one of the following radio buttons:</p> <ul style="list-style-type: none"> <li>• Begin New Program—Click this button for new EV applicants.</li> <li>• Continuing Exchange Visitor—Click this button for existing EVs. If the EV has an existing IAP-66, IAP-66P, or Form DS-2019 number, enter this information, too. See the three examples below to determine the EV's Initial Program Begin Date. <ul style="list-style-type: none"> <li>a. If the EV has been sponsored by only one program and continues participating in the original program, the initial program begin date will be in the past and is the date identified on the EV's current Form DS-2019, IAP-66, or IAP-66P.</li> <li>b. If the EV was sponsored by another program and transferred to your program, the initial program begin date will be the date shown on the original Form DS-2019, IAP-66, or IAP-66P. It is <b>not</b> the initial program begin date that is shown on the Form issued by your program.</li> <li>c. If the EV came to the U.S. to participate in one program and the sponsor has petitioned and obtained approval from DOS for a change of category for this EV, enter the program begin date for the new category. For example, if a sponsor petitioned DOS and received approval for a Research Scholar to change to the Student category, enter the initial program begin date for the Student category.</li> </ul> </li> </ul> <p><b>Note:</b> Continuing exchange visitor records must be completed and submitted in SEVIS before extending the EV's program, provided the current Form DS-2019 has not expired.</p> <ul style="list-style-type: none"> <li>• Transfer In from Non-SEVIS Program—Click this button for participants transferring into your program. Also, fill in the Initial Program Begin Date (MM/DD/YYYY format) for the EV. This will be the begin date for the original sponsor; the date</li> </ul>

Field	Description/Explanation
	the EV began his or her program.
* 16. Program Begin Date	<p>The date, determined by the sponsor, on which the EV's participation in your program begins. It must be entered in MM/DD/YYYY format.</p> <p>For a <b>Continuing EV</b>, the Program Begin Date is today's date.</p> <p><b>Note:</b> For <b>Batch</b> users, the Program Begin Date for a <b>Continuing EV</b> is the date the system generates the record (usually the next day). The next release of SEVIS will include new functionality and the Program Begin Date will be the date on which the record was created.</p> <p>The begin date may not exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations. See Attachment A, DOS Maximum and Minimum Duration of Participation Rules, for guidance.</p>
* 17. Program End Date	<p>The date, determined by the sponsor, on which an EV's program will end. It must be entered in MM/DD/YYYY format.</p> <p>The end date may not exceed the maximum duration of participation for the EV's selected category, as identified in the Exchange Visitor Program regulations.</p> <p><b>Note:</b> For a continuing EV with a valid unexpired Form (Form IAP-66, Form IAP-66P, or Form DS-2019), the program end date should be set to the program end date identified on the current Form.</p>

**WARNING:** Be sure that all data has been entered accurately. After submitting the Form DS-2019 for a new (initial) EV, the EV is in "Initial" status. When in Initial status, you cannot make corrections to the Form. If the Form must be corrected for the EV to obtain a visa and come to the U.S., a new SEVIS Form DS-2019 must be created for the EV. The Reprint option cannot be used in this situation. Selecting the **Reprint** button will generate another copy of the Form exactly as it appears, except that the purpose of the Form will show the reason that it was "reprinted."

Select one of the following buttons:

<b>Reset Values</b>	Click this button to clear all entries on the page that have not been saved.
---------------------	--

<b>Save Draft</b>	Click this button to save the data that you have entered.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to the next page of the Form DS-2019. If any fields and sections have not been completed or contain incorrect information, the system will display an error message indicating the error(s). Make the necessary corrections and click the <b>Next</b> button again.

### 2.3.2 Complete Page 2 of the Form DS-2019—Site of Activity

Page 2 of the Form DS-2019 is used to collect program information for the EV. Exhibit 8, SEVIS — Exchange Visitor Site of Activity Menu, is an example of page 2. In the example below, a Site of Activity has already been added for the EV.

**Note:** SEVIS does not require the entry of a Site of Activity for **Summer Work/Travel** participants. However, when the EV's Form DS-2019 is printed, the U.S. Address section of the Form is blank. Consular Affairs has advised DOS that this section of the printed Form cannot be blank. If known, please enter the site of activity for participants in the Summer Work/Travel category. If the site of activity is unknown, please enter the sponsor's name and address.

#### Exhibit 8: SEVIS — Exchange Visitor Site of Activity Menu

**SEVIS - Exchange Visitor Site of Activity Menu**

Main | Help | Tutorial | Logout

Welcome to the SEVIS - Exchange Visitor Site of Activity Menu

**Harisberg Rotary Club**  
Program Number: P-4-10183

**Site of Activity Menu**  
**Principal Information**

SEVIS ID:  
Family Name: **Jones**  
First Name: **Susan**  
Suffix:  
Gender: **FEMALE**  
Date of Birth: **04/02/1979**  
City of Birth: **Madrid**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-4-10183**  
Program Sponsor: **Harisberg Rotary Club**  
Position: **200 - CATEGORY - ACADEMIC COMMUNITY**  
Category: **TEACHER**  
Subject/Field Description: **Biochemistry**  
Subject/Field Remarks: **None.**  
Initial Program Date:  
IAP-66 Number:  
Program Begin Date: **01/05/2003**  
Program End Date: **12/10/2003**  
Reinstatement Program Begin Date:  
Visa Type: **J-1**

Site of Activity	Address	Commands
Central Rotary High School	202 Center St. Fairfax, VA 20001	Edit Delete

[Add Activity](#)

[Previous](#) [Next](#) [Print Draft DS-2019](#)

11/25/2002 (Monday)

**Existing Site of Activity**

**Add Activity Link**

**Links used to edit or delete a Site of Activity**

To complete page 2, click the **Add Activity** link in the lower-left part of the screen. Exhibit 9, SEVIS — Exchange Visitor Add Site of Activity, is an example of the screen that will display. **Note:** In Exhibit 9, the Site of Activity fields have already been completed.

### Exhibit 9: SEVIS — Exchange Visitor Add Site of Activity

**SEVIS - Site of Activity**

Main | Help | Tutorial | Logout istan8269(ARO)

Welcome to the SEVIS - Site of Activity

---

**Harisberg Rotary Club**  
Program Number: P-4-10183

**Principal Information**

SEVIS ID:  
Family Name: **Jones**  
First Name: **Susan**  
Suffix:  
Gender: **FEMALE**  
Date of Birth: **04/02/1979**  
City of Birth: **Madrid**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-4-10183**  
Program Sponsor: **Harisberg Rotary Club**  
Position: **200 - CATEGORY - ACADEMIC COMMUNITY**  
Category: **TEACHER**  
Subject/Field Description: **Biochemistry**  
Subject/Field Remarks: **None.**  
Initial Program Date:  
IAP-66 Number:  
Program Begin Date: **01/05/2003**  
Program End Date: **12/10/2003**  
Reinstatement Program Begin Date:  
Visa Type: **J-1**

**Add Site of Activity**  
Required fields are marked with an asterisk (\*)

1. \* Site of Activity: Harisberg Rotary Club Center for Educational Enrichment

2. Site of Activity Address:

\* Address 1: 324 Spruce St

Address 2:

\* City: Fairfax

\* State: VIRGINIA

\* Zip Code: 20001 -

**Add Site of Activity** **Reset Values** **Cancel**

11/25/2002 (Monday)

**Note:** SEVIS does not require the entry of a Site of Activity for **Summer Work/Travel** participants. However, when the EV's Form DS-2019 is printed, the U.S. Address section of the Form is blank. Consular Affairs has advised DOS that this section of the printed Form cannot be blank. If known, please enter the site of activity for participants in the Summer Work/Travel category. If the site of activity is unknown, please enter the sponsor's name and address.

Below is a brief description or explanation of the fields and sections on this screen. An asterisk precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Site of Activity	The place where an EV will participate in his or her program.

Field	Description/Explanation
* 2. Site of Activity Address	<p>Enter the physical location of the site. Do not include a post office box number in this address.</p> <p><b>Note:</b> The address that prints in the Current U.S. Address field on the paper Form DS-2019 is the EV's site of activity address. If the EV has multiple sites of activity, the first site added will be the one printed on the Form DS-2019.</p>

Select one of the following buttons:

<b>Add Site of Activity</b>	<p>Click this button to save the data that you have entered for this EV. The system will display the Site of Activity screen and some of the information for the site that was added will be included below the EV's information.</p> <p>Multiple sites of activity can be added for an EV; follow the procedures above to add additional sites. To edit a site of activity, click the <b>Edit</b> link to the right of the specific site name on the Exchange Visitor Site of Activity Menu screen (see Exhibit 8) and repeat the process described above. To delete a site of activity for an EV, click the <b>Delete</b> link to the right of the specific site name on the Exchange Visitor Site of Activity Menu screen (see Exhibit 8). Enter an explanation for the deletion if you wish and click the Delete Site of Activity button. Otherwise, click <b>Next</b> to advance to the next page of the Form.</p>
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Cancel</b>	Click this button to return to the previous page without adding a site of activity.
<b>Print Draft DS-2019</b> (on the Site of Activity Menu (see Exhibit 8))	<p>Click this button to print a draft copy of the Form DS-2019. See Section 2.3.6, Print a Draft or Final Form DS-2019, for printing instructions.</p> <p><b>Note:</b> It is recommended that you print a draft copy of the EV and dependent(s) Forms DS-2019 and review them for accuracy.</p> <p><b>WARNING:</b> Be sure that all data has been entered accurately. Following submission of the Form DS-2019 for a new (initial) EV, the EV is in "Initial" status. When the EV is in Initial status, you cannot make corrections to the Form. If the Form must be corrected for the EV to obtain a visa and come to the U.S., a new SEVIS Form DS-2019 must be created for the EV. The Reprint option cannot be used</p>

in this situation. Selecting the **Reprint** button will generate another copy of the Form DS-2019 exactly as it appears, except that the purpose of the Form will show the reason that it was “reprinted.”

### 2.3.3 Complete Page 3 of the Form DS-2019—Dependent Information

Page 3 of the Form DS-2019 is used to collect dependent information for the EV. The spouse and dependents of an EV entering the U.S. on J visas must be entered into SEVIS. If they enter the U.S. on other types of visas, do not enter their information in SEVIS.

Exhibit 10, SEVIS – Exchange Visitor Dependent Menu, is an example of the screen. **Note:** In Exhibit 10, a dependent has already been added for this EV.

#### Exhibit 10: SEVIS — Exchange Visitor Dependent Menu

SEVIS - Exchange Visitor Dependent Menu

Main | Help | Tutorial | Logout

Welcome to the SEVIS - Exchange Visitor Dependent Menu

**Harisberg Rotary Club**  
Program Number: P-4-10183

**Exchange Visitor Dependents Menu**

**Principal Information**

SEVIS ID:  
Family Name: **Jones**  
First Name: **Susan**  
Suffix:  
Gender: **FEMALE**  
Date of Birth: **04/02/1979**  
City of Birth: **Madrid**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-4-10183**  
Program Sponsor: **Harisberg Rotary Club**  
Position: **200 - CATEGORY - ACADEMIC COMMUNITY**  
Category: **TEACHER**  
Subject/Field Description: **Biochemistry**  
Subject/Field Remarks: **None.**  
Initial Program Date:  
IAP-66 Number:  
Program Begin Date **01/05/2003**  
Program End Date **12/10/2003**  
Reinstatement Program Begin Date:  
Visa Type: **J-1**

Dependents	Family Name	First Name	Relationship	Gender	Status	Commands
SEVIS ID	Jones	Sarah	CHILD	FEMALE	DRAFT	Edit Delete

[Add Dependent](#)

[Previous](#) [Next](#) [Print Draft DS-2019](#)

11/25/2002 (Monday)

**Add Dependent**  
**Link**

**Dependent**

To complete page 3, click the **Add Dependent** link in the lower-left part of the screen. Exhibit 11, SEVIS – Exchange Visitor Dependents, is an example of the screen that will display. **Note:** In Exhibit 11, the “Add Dependent” section of the screen has already been completed.



## Exhibit 11: SEVIS — Exchange Visitor Dependents

**Sevis Exchange Visitor - Dependents**



[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

lstan8269(ARO)

**Harisberg Rotary Club**  
Program Number: P-4-10183

**Principal Information**  
SEVIS ID:  
Family Name: **Jones**  
First Name: **Susan**  
Suffix:  
Gender: **FEMALE**  
Date of Birth: **04/02/1979**  
City of Birth: **Madrid**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **DRAFT**  
Active/Initial Dependent Count: **0**  
Program Number: **P-4-10183**  
Program Sponsor: **Harisberg Rotary Club**  
Position: **200 - CATEGORY - ACADEMIC COMMUNITY**  
Category: **TEACHER**  
Subject/Field Description: **Biochemistry**  
Subject/Field Remarks: **None.**  
Initial Program Date:  
IAP-66 Number:  
Program Begin Date **01/05/2003**  
Program End Date **12/10/2003**  
Reinstatement Program Begin Date:  
Visa Type: **J-1**

**Add Dependent**  
Required fields are marked with an asterisk (\*)

1. \* Family Name:

2. First Name:

3. Middle Name:

4. Suffix:

5. \* Date of Birth:

(MM/DD/YYYY)

6. \* Gender:

Male ☒ Female ☐

7. \* Relationship:

8. \* City of Birth:

9. \* Country of Birth:

10. \* Country of Citizenship:

11. \* Country of Legal Permanent Residence:

11/25/2002 (Monday)

Below is a list of the fields and sections on this screen and a brief description or explanation for each. An asterisk precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
* 1. Family Name	The surname or last name of the dependent.  <b>Note:</b> Even though this is not a required field in SEVIS, Consular Affairs has advised DOS that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it appears on the National ID card.

Field	Description/Explanation
2. First Name	The first name of the dependent. <b>Note:</b> Even though this is not a required field in SEVIS, Consular Affairs has advised DOS that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it appears on the National ID card.
3. Middle Name	The middle name of the dependent. <b>Note:</b> Even though this is not a required field in SEVIS, Consular Affairs has advised DOS that names should be entered in SEVIS <b>exactly</b> as they appear on the passport. In the event the nonimmigrant does not have a passport, enter the name as it appears on the National ID card.
4. Suffix	Select a title, such as Junior, that may appear at the end of a person's name.
* 5. Date of Birth	A person's birth date, entered in MM/DD/YYYY format.
* 6. Gender	A person's gender, male or female.
* 7. Relationship	Select "Spouse" or "Child." A dependent child must be younger than 21 years of age.
* 8. City of Birth	The unabbreviated name of the city where a person was born.
* 9. Country of Birth	The name of the country where a person was born.
* 10. Country of Citizenship	The name of the country of which the person is a citizen.
* 11. Country of Legal Permanent Residence	For most dependent applicants, the name of the "Country of Legal Permanent Residence" will be the same as the name of the "Country of Citizenship." Some applicants, however, will be permanent resident aliens of a different country, the name of which should be entered here.  Note the difference between permanent and temporary residence. For example, a French citizen who is teaching in Italy on a one-year contract, and making application for a J visa from Italy, would not be considered a legal permanent resident of Italy.

Select one of the following buttons:

<b>Add Dependent</b>	<p>Click this button to automatically save the data that you have entered and return to the EV Dependent Menu. To add another dependent, repeat the process described above.</p> <p>To edit the dependent's record, click the <b>Edit</b> link to the right of the specific dependent name on the Exchange Visitor Dependent Menu (see Exhibit 10) and repeat the process described above. To delete a dependent's record prior to submitting the Form in SEVIS, click the <b>Delete</b> link to the right of the specific dependent name on the Exchange Visitor Dependent Menu (see Exhibit 10) and complete the process. Otherwise, click <b>Next</b> to advance to the Add Financial Information screen.</p>
<b>Reset Values</b>	<p>Click this button to erase all entries on the page that have not been saved.</p>
<b>Cancel</b>	<p>Click this button to return to page 3 of the Form DS-2019 without adding a dependent.</p>
<b>Print Draft DS-2019</b> (on the Exchange Visitor and Dependent Menu)	<p>Click this button to print a draft copy of the Form DS-2019. See Section 2.3.6, Print a Draft or Final Form DS-2019, for printing instructions.</p> <p><b>Note:</b> It is recommended that you print a draft copy of the EV and dependent(s) Forms DS-2019 and review them for accuracy.</p> <p><b>WARNING:</b> Be sure that all data has been entered accurately. Following submission of the Form DS-2019 for a new (initial) EV, the EV is in "Initial" status. When the EV is in Initial status, you cannot make corrections to the Form. If the Form must be corrected for the EV to obtain a visa and come to the U.S., a new SEVIS Form DS-2019 must be created for the EV. The Reprint option cannot be used in this situation. Selecting the <b>Reprint</b> button will generate another copy of the Form DS-2019 exactly as it appears, except that the purpose of the Form will show the reason that it was "reprinted."</p>

### **2.3.4 Complete Page 4 of the Form DS-2019—Add Financial Information**

Page 4 of the Form DS-2019 is used to collect financial information for the EV. Exhibit 12, SEVIS – Exchange Visitor Add Financial Information, is an example of page 4.

## Exhibit 12: SEVIS — Exchange Visitor Add Financial Information

**SEVIS - Exchange Visitor Add Financial Information**  
[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

Welcome to the SEVIS - Exchange Visitor Add Financial Information

**Harisberg Rotary Club**  
Program Number: P-4-10183

**Financial Information**  
Required fields are marked with an asterisk (\*)

SEVIS ID:	
Family Name:	Jones
First Name:	Susan
Suffix:	
Gender:	FEMALE
Date of Birth:	04/02/1979
City of Birth:	Madrid
Country of Birth:	SPAIN
Country of Citizenship:	SPAIN
Country of Legal Permanent Residence:	SPAIN
Status:	DRAFT
Active/Initial Dependent Count:	0
Program Number:	P-4-10183
Program Sponsor:	Harisberg Rotary Club
Position:	200 - CATEGORY - ACADEMIC COMMUNITY
Category:	TEACHER
Subject/Field Description:	Biochemistry
Subject/Field Remarks:	None.
Initial Program Date:	
IAP-66 Number:	
Program Begin Date:	01/05/2003
Program End Date:	12/10/2003
Reinstatement Program Begin Date:	
Visa Type:	J-1

**19. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:**

Current Program Sponsor: \$

\* This program sponsor  received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.

**\* 20. Financial support from organizations other than the sponsor will be provided by one or more of the following:**

U.S. Government Agency(ies): [max of 2]	
<input style="width: 150px;" type="text"/>	\$ <input style="width: 80px;" type="text"/>
<input style="width: 150px;" type="text"/>	\$ <input style="width: 80px;" type="text"/>
International Organization(s): [max of 2]	
<input style="width: 150px;" type="text"/>	\$ <input style="width: 80px;" type="text"/>
<input style="width: 150px;" type="text"/>	\$ <input style="width: 80px;" type="text"/>
The Exchange Visitor's Government:	\$ <input style="width: 80px;" type="text"/>
The Binational Commission of the Exchange Visitor's Country:	\$ <input style="width: 80px;" type="text"/>
All other organizations providing support:	\$ <input style="width: 80px;" type="text"/>
Personal funds:	\$ <input style="width: 80px;" type="text"/>

Previous
Reset Values
Submit DS-2019
Save Draft
Print Draft DS-2019

11/25/2002 (Monday)

Below is a list of the fields and sections on this screen and a brief description or explanation for each. An asterisk precedes the fields and sections that must be completed. To complete this screen, enter the following data:

Field	Description/Explanation
19. During the period covered by this program, the total estimated financial support (in U.S. dollars) is to be provided to the exchange visitor by:	<b>Note:</b> The EV must have at least one source of funding listed in sections 19 and 20 of the electronic Form DS-2019.

Field	Description/Explanation
Current Program Sponsor	If applicable, enter the amount, in U.S. dollars, that the program sponsor will contribute to the EV.
* This program sponsor ( <b>has/has not</b> ) received funding for international exchange from one or more U.S. Government Agency(ies) to support this exchange visitor. If any U.S. Government Agency(ies) provided funding, indicate the Agency(ies) by code below.	<p>Select <b>has</b> or <b>has not</b> to indicate whether the EV has received direct or indirect funding from U.S. Government agencies. This is a required field. <b>Note:</b> If you select <b>has</b> in response to this statement, you must complete section 20 of the electronic Form DS-2019.</p> <p><b>Direct Funding</b>—Financed in whole or in part by the U.S. Government or the EV’s government with funds contributed directly to the EV in connection with his or her participation in an exchange visitor program.</p> <p><b>Indirect Funding</b>—(1) Financed by an international organization with funds contributed by either the U.S. or the EV’s government for use in financing international educational and cultural exchanges, or (2) Financed by an organization or institution with funds made available by either the U.S. or the EV’s government for the purpose of furthering international educational and cultural exchanges.</p>
* 20. Financial Support from organizations other than the sponsor will be provided by one of the following:	<p><b>Note:</b> The EV must have at least one source of funding. If section 20 does not apply to the EV, <b>do not</b> complete this section.</p> <p>If applicable, complete one or more of the fields in this section.</p> <p><b>Note:</b> When entering dollar amounts, round up to the nearest dollar amount and <b>do not</b> include the decimal point and cents. For example, \$25057.89 should be entered in SEVIS as 25058.</p>
U.S. Government Agency(ies) [max of 2]	Select the agency that is contributing to this EV and enter the amount in U.S. dollars.

Field	Description/Explanation
International Organization(s) [max of 2]	Select the organization that is contributing to this EV and enter the amount in U.S. dollars.  <b>Note: DO NOT</b> select "Other" in the International Organization(s) fields. If you are unable to locate the name of an organization, enter the amount of funding from that organization in the "All other organizations providing support" field. This known problem in SEVIS will be fixed in a later release of the application.
The Exchange Visitor's Government	Enter the amount, in U.S. dollars, that the EV's government is contributing.
The Binational Commission of the Exchange Visitor's Country	Enter the amount, in U.S. dollars, that the Binational Commission is contributing.
All other organizations providing support	Enter the amount, in U.S. dollars, that all other organizations are contributing.
Personal Funds	Enter the amount, in U.S. dollars, that the EV is contributing.

Select one of the following buttons:

<b>Previous</b>	Click this button to return to the previous page of the Form DS-2019.  <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. If you do not save first, the unsaved data that was entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Submit DS-2019</b>	Click this button to save the EV's Form to SEVIS. See Section 2.3.5, Submit the Form DS-2019, for additional information.
<b>Save Draft</b>	Click this button to save the data that you have entered.
<b>Print Draft DS-2019</b>	Click this button to print a draft copy of the Form DS-2019. See Section 2.3.6, Print a Draft or Final Form DS-2019, for printing instructions.  <b>Note:</b> It is recommended that you print a draft copy of the EV and dependent(s) Forms DS-2019 and review them for accuracy.  <b>WARNING:</b> Be sure that all data has been entered accurately.

	Following submission of the Form DS-2019 for a new (initial) EV, the EV is in “Initial” status. When the EV is in Initial status, you cannot make corrections to the Form. If the Form must be corrected for the EV to obtain a visa and come to the U.S., a new SEVIS Form DS-2019 must be created for the EV. The Reprint option cannot be used in this situation. Selecting the <b>Reprint</b> button will generate another copy of the Form DS-2019 exactly as it appears, except that the purpose of the Form will show the reason that it was “reprinted.”
--	--

### **2.3.5 Submit the Form DS-2019**

To save an EV’s record to SEVIS, click the **Submit** button on the last page of the electronic Form DS-2019. The system will display a message indicating that the submission was successful. This message screen will also show the first and last name and the SEVIS ID for the EV and each dependent.

**Note:** If the submission is not successful, an error message will display indicating the reason. You may correct the error(s) indicated and then attempt to submit the Form again.

When the Form is successfully submitted, you may print a final copy of the updated Form DS-2019 for the EV. See section 2.3.6, Print a Draft or Final Form DS-2019, for instructions. Click **Return** to go to the Listing of Programs screen.

### **2.3.6 Print a Draft or Final Form DS-2019**

You can print a draft copy of the Form DS-2019 from various screens within the application and a final Form DS-2019 following submission of the Form in SEVIS. A draft copy of the SEVIS Form DS-2019 can be identified by the word “draft” printed on the top of the Form. The SEVIS ID for the EV and/or dependent(s) and barcode **will not** be printed on the draft form. The draft Form DS-2019 can be printed prior to submission of the Form so that you can review the data for accuracy. Changes to the Form may be made prior to submission. When the Form DS-2109 for a new EV and/or dependents is submitted in SEVIS, the EV will be in Initial status and some of the data fields cannot be changed until the EV’s participation in a program is validated.



You can print a final Form DS-2019 following submission of the Form for a new or continuing EV. The final Form includes the barcode and “draft” is removed from the top of the Form. The final SEVIS-generated Form DS-2019 should be given to the EV. **Note:** The printed Form will have the EV’s or dependent’s SEVIS ID in the upper-right corner, above the barcode. It begins with the letter “N,” which is followed by 10 digits (for example, N0123456789).

To print a copy of the Form DS-2019, perform the following:

1. Click the **Print Draft DS-2019** or the **Print Final DS-2019** button. Another browser window will open and the Form DS-2019 will be displayed using the Acrobat® Reader from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to “always

ask before opening this type of file” to remove the check mark. Select the **Open** button to view the Form DS-2019.


2. When the Form DS-2019 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the Form.
3. Click the **Print** button  on the Acrobat® Reader toolbar. The print window will be displayed.
4. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form DS-2019 will be printed on the designated printer.
6. Click the **Close** button  on the Acrobat® Reader window to close the window.

### **2.3.7 Reprint a Form DS-2019**


A Form DS-2019 may be reprinted for the following reasons: lost, stolen, damaged, or other. To reprint a Form, perform the following:

1. On the EV Information screen (see exhibit 14 or 16), click the **Reprint DS-2019** link on the Actions menu (left side of screen). The Reprint DS-2019 screen will be displayed.
2. Select the appropriate reason for reprinting the Form. If "Other" is selected, an explanation must be provided. For example, if you are reprinting the Form for a participant in Initial status because the first attempt to print failed, select “Other” as the reason and enter the following comment in the Remarks box: Begin New Program. This will aid in processing a visa application.
3. Click the **Reprint DS-2019** button. A message will display indicating that the update was successful (the reason for reprinting the Form was saved to SEVIS).
4. Click the **Print Final DS-2019** button. Another browser window will open and the Form DS-2019 will be displayed using the Acrobat® Reader from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to “always ask before opening this type of file” to remove the check mark. Select the **Open** button to view the Form DS-2019.

5. When the Form DS-2019 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the Form.
6. Click the **Print** button  on the Acrobat® Reader toolbar. The print window will be displayed.
7. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.



8. Click **OK** and the Form DS-2019 will be printed on the designated printer.
9. Click the **Close** button  on the Acrobat<sup>®</sup> Reader window to close the window.

## 2.4 Exchange Visitor Lists

SEVIS allows you to quickly access lists of EVs to view. From these lists, you may also access EV records to process. These lists provide a quick method for program sponsor officials to access EV records.

On the Listing of Programs page (see exhibit 6), click the **EV Lists** link (to the right of the name of a program) and the system will display a screen containing the lists that can be generated. Exhibit 13, SEVIS – Exchange Visitors and Dependents Menu, is an example of the screen that will display.

### Exhibit 13: SEVIS — Exchange Visitors and Dependents Menu



The following lists may be generated:

List Title	Description/Explanation
All Exchange Visitors and Dependents	<p>A list of all EVs and dependents, regardless of status, for the selected program. See Appendix B, Status Values for Exchange Visitors and Dependents, for a detailed explanation of each status value.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1 or J2), status, date of last status change, and program begin and end dates. Click a family name to see the data for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Saved Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Saved" or "Draft." The EV and dependent records have been saved but not submitted to the SEVIS database. When these records are printed, they will have "draft" on the top of the Form DS-2019 and the barcode will not be printed.</p> <p>For each EV and dependent, the list shows the date the record was saved; family name; first name (if applicable); gender; visa type (J1 or J2); date and country of birth; and country of citizenship. Click a family name to see the full record for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Initial Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Initial." The EV and/or dependent records have been created and submitted to the SEVIS database, but the sponsor has not validated the EV's program. Validation is the process for updating the EV's record in SEVIS to show that the EV has actually arrived at the site of activity in the U.S. identified by the sponsor and is participating in his or her program.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1 or J2), category, program begin date, and submission date of the Form DS-2019. Click a family name to see the full record for that person.</p>

List Title	Description/Explanation
	You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Active Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Active." The sponsor has validated the EV's participation in his or her program (by entering the current U.S. address (residence) for the EV). Following the validation of the EV in SEVIS, the EV is considered to be in Active or valid program status.</p> <p>For each EV and dependent, the list shows the SEVIS ID; family name; first name (if applicable); visa type (J1 or J2); category; program begin and end dates; and the date of the last update to the record. Click a family name to see the full record for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Terminated Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Terminated." Termination implies a change from "Active" or valid program status prior to program completion. Termination has an <b>adverse</b> affect on the EV's record, and on the record of each dependent of the EV. Terminated EVs have no extension of benefits and cannot apply for reinstatement or change of category.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1 or J2), category, and the reason for and date of the termination. Click a family name to see the full record for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Transferred Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Transferred." The EV is transferring into your program but has not been validated, or is not actively participating in your program at this time.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type, category, and the effective date of transfer. Click a family name to see the full record for that person.</p>

List Title	Description/Explanation
	Click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Transferred (OUT) Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Transferred Out." The EV has transferred to another program.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J-1 or J-2), category, and the effective date of transfer. Click a family name to see the full record for that person.</p> <p>Click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Transferred to a Non-SEVIS Sponsor Status Exchange Visitors and Dependents	<p>A list of all EVs that have transferred to a non-SEVIS sponsor. EV names appear on this list after the effective date of transfer and will remain on this list indefinitely.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1 or J2), category, and the effective date of transfer. Click a family name to see the full record for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Inactive Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "Inactive." SEVIS assigns the status of Inactive (EV and/or dependents are out of program status) for one of the following reasons:</p> <ul style="list-style-type: none"> <li>• The EV completes his or her program as scheduled (will appear on the list the day after the program end date)</li> <li>• The EV completes his or her program early or withdraws from the program (the RO or ARO must update the EV's record)</li> <li>• The EV's Form DS-2019 expires (will appear on the list the day after the Form expires)</li> <li>• The dependent turns 21 years of age (will appear on the list the day the dependent turns 21)</li> <li>• The spouse gets divorced from the EV or the spouse and/or dependent die (the RO or ARO must update</li> </ul>

List Title	Description/Explanation
	<p>the EV's record)</p> <ul style="list-style-type: none"> <li>In a transfer situation, the current date is 61 days greater than the effective date of transfer and the status of the EV is still "Transferred"</li> </ul> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1 or J2), category, and the reason for and date of their inactivity. Click a family name to see the full record for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
Invalid Status Exchange Visitors and Dependents	<p>A list of all EVs that are in "Invalid" status. Invalid status indicates that the EV did not use the Form DS-2019 issued by your program to obtain a visa, or used the Form to obtain a visa but did not enter the U.S. through a port of entry (POE) within 30 days of the program start date identified on the Form.</p> <p>For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), visa type (J1 or J2), program number, country of citizenship, and last status change. Click a family name to see the full record for that person.</p> <p>You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.</p>
No Show Status Exchange Visitors and Dependents	<p>A list of all EVs and dependents whose status is "No Show." SEVIS assigns the status of "No Show" for one of the following reasons:</p> <ul style="list-style-type: none"> <li>The EV has entered the U.S. through a POE and has not been validated in SEVIS 30 days after his or her program begin date.</li> <li>The EV has had a change of category approved and has not been validated in SEVIS 60 days after the date of approval.</li> <li>The EV has not been validated in SEVIS 30 days after the effective date of transfer.</li> </ul> <p>For each EV and dependent, the list shows the SEVIS</p>

List Title	Description/Explanation
	ID, family name, first and name (if applicable), gender, country of birth, visa type (J1 or J2), and “no show” date. Click a family name to see the full record for that person.  You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.
Port of Entry Arrivals	A list of all EVs and dependents who have entered the U.S. through a POE.  For each EV and dependent, the list shows the SEVIS ID, family name, first name (if applicable), gender, date of birth, country of birth, visa type (J1 or J2), date of entry, and program start date.  You may click the <b><u>Return to Lists</u></b> link to return to the Exchange Visitor Menu/Exchange Visitors and Dependents Menu.

When you click on one of these links, the system will display the appropriate list of EVs. Click an Exchange Visitor link to view the EV’s information and edit the data if necessary.

## **2.5 Exchange Visitor Information Screen—Initial Status**

The Exchange Visitor Information screen provides you with a snapshot of the information that was entered on the Form DS-2019. On the left side of the screen are links to the actions available for EVs whose records are in Initial status. Exhibit 14, Exchange Visitor Information Screen—Initial Status, is an example of the screen.

**Note:** Initial status indicates that the EV and/or dependent records have been created and submitted (saved to the SEVIS database) but the sponsor has not validated the EV’s program participation. Validation is the process of updating the record to show that the EV has actually arrived at the site of activity in the U.S. identified by the sponsor and is participating in his or her program.

## Exhibit 14: Exchange Visitor Information Screen—Initial Status

SEVIS Exchange Visitor Information

Welcome to the SEVIS Exchange Visitor Information

[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

ks1arr8269 (ARO)

**Actions:**  
[Amend Program](#)  
[No Show](#)  
[Reprint DS-2019](#)  
[Validate Program Participation](#)

**Exchange Visitor Information**

SEVIS ID: **N0000033727**

Family Name: **Rosini**

First Name: **Betty**

Suffix:

Gender: **FEMALE**

Date of Birth: **02/28/1981**

City of Birth: **Rome**

Country of Birth: **ITALY**

Country of Citizenship: **ITALY**

Country of Legal Permanent Residence: **ITALY**

Status: **INITIAL**

Active/Initial Dependent Count: **0**

Program Number: **G-3-10521**

Program Sponsor: **National Technology Institute**

Position: **130 - CITY OR TOWN GOVERNMENT GROUP**

Category: **SPECIALIST**

Subject/Field Description: **E-Commerce/Electronic Commerce (NEW)**

Subject/Field Remarks: **n/a**

Initial Program Date: **01/10/2003**

IAP-66 Number:

Program Begin Date: **03/31/2003**

Program End Date: **12/20/2003**

Reinstatement Program Begin Date:

Passport Number:

Visa Type: **J-1**

Visa Number:

Visa Issue Date:

Visa Issue Post:

Port of Entry:

Date of Entry:

I-94/Admission Number:

U.S. Address: **123 A St.  
Anytown  
CALIFORNIA  
20001**

**I-901 Fee Payment Information**

Transaction Type:	
Transaction Date:	
Transaction Amount:	
<b>Funds:</b>	
Program Sponsor:	<b>\$5,000.00</b>
<b>U.S. Government Agency:</b>	
AGENCY FOR INTERNATIONAL DEVELOPMENT	<b>\$5,000.00</b>
<b>International Organization:</b>	
Exchange Visitor's Government:	<b>\$2,500.00</b>
Binational Commission of the Exchange Visitor's Country:	
All other organizations providing support:	
Personal Funds:	<b>\$5,000.00</b>
<b>Total:</b>	<b>\$17,500.00</b>

04/15/2003 (Tuesday)

The links on the Actions menu (left side of screen) enable you to amend the EV's program, validate the EV's participation, reprint the EV's Form DS-2019, and indicate that the EV is a "No Show" for your program. Each of these menu options is discussed in detail in the following sections

### 2.5.1 Amend Program

The Amend Program link is available for the sponsor to update an EV's program start date and/or end date prior to validation of the EV's record in SEVIS. **Note:** If an EV arrives late, you must amend his or her program begin date before validating the EV's record.

The Amend Program screen displays summary data for the selected EV, including the program begin and end dates. To amend an EV's program, perform the following:

1. Click **Amend Program** on the Exchange Visitor Information screen (see exhibit 14). The system will display the Amend Program screen.

2. Change the program begin and/or end date(s).
3. Enter an explanation in the Remarks text box.
4. Click the **Amend Program** button to save the changes to the SEVIS database.
5. Click the **Print Final DS-2019** button to print an updated copy of the Form and provide it to the EV. See Section 2.3.6, Print a Draft or Final Form DS-2019, for the instructions for printing forms. **Note:** You may wish to validate the EV's program participation before printing the final Form DS-2019. See Section 2.5.4, Validate Program Participation, for instructions on validating the EV's record in SEVIS.
6. Click the **Return to Exchange Visitor** button to return to the Exchange Visitor Information screen and view the new data.

### **2.5.2 No Show**

The "No Show" status is used to indicate that the EV's program participation has not been validated in SEVIS for any of the following reasons:

- The EV has entered the U.S. through a POE and has not been validated in SEVIS within 30 days after their program begin date listed on the Form DS-2019.
- The EV has had a change of category approved and has not been validated in SEVIS 60 days after the date of approval.
- The EV has not been validated in SEVIS 30 days after the effective date of transfer.

When an EV's status is "No Show," the EV **has violated** the Exchange Visitor Program regulations. This has an **adverse** affect on the EV's record (and on the record of each dependent of the EV). EV's who have a status of No Show have no extension benefits and cannot apply for reinstatement or change of category.

**WARNING: DO NOT** use the "No Show" option to cancel a duplicate record or a record that was issued in error. These records will automatically be cancelled by the system if they are not validated.

If you receive information about a potential EV participant who has entered the U.S. to participate in your program but has not reported for participation in your program, you may allow the system to automatically change the status of the EV to No Show, or perform the following:

1. Click **No Show** on the Exchange Visitor Information screen. The system will display the No Show screen.
2. Review the data to ensure that this is the potential EV participant whose status you wish to change to No Show.
3. Click the **No Show** button. The system will display a message.
4. Click the **Return to Exchange Visitor** button to view the EV's record. The status is No Show.





### **2.5.3 Reprint a Form DS-2019—EV is in Initial Status**

The Reprint DS-2019 option is only available for reprinting the Form DS-2019 for the potential EV participant (J-1 visa). At this time, you are not able to reprint the Form DS-2019 for the spouse and dependents (J-2 visas) of the EV.

A Form DS-2019 may be reprinted for the following reasons: lost, stolen, damaged, or other. To reprint a Form, perform the following:

1. On the EV Information screen (see exhibit 14), click the **Reprint DS-2019** link on the Actions menu (left side of screen). The Reprint DS-2019 screen will be displayed.
2. Select the appropriate reason for reprinting the Form. If "Other" is selected, an explanation must be provided. For example, if you are reprinting the Form for a participant in Initial status because the first attempt failed, select "Other" as the reason and enter the following comment in the Remarks box: Begin New Program. This will aid in processing a visa application.
3. Click the **Reprint DS-2019** button. A message will display indicating that the update was successful (the reason for reprinting the Form was saved to SEVIS).
4. Click the **Print Final DS-2019** button. Another browser window will open and the Form DS-2019 will be displayed using the Acrobat® Reader from which a copy of the Form may be sent to a designated printer.

**Note:** During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the Form DS-2019.

5. When the Form DS-2019 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the Form.
6. Click the **Print** button  on the Acrobat® Reader toolbar. The print window will be displayed.
7. Ensure that the name of the printer you wish to print from is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
8. Click **OK** and the Form DS-2019 will be printed on the designated printer.
9. Click the **Close** button  on the Acrobat® Reader window to close the window.

### **2.5.4 Validate Program Participation—EV in Initial Status**

When EVs arrive in the U.S. to begin their programs, their SEVIS records must be updated, or validated. The status of new (initial) EVs will remain "Initial" until their program participation has been validated in SEVIS.

**Note:** Failure to validate the EV's participation within 30 days of the program's start date will result in cancellation of the EV's record in SEVIS, as stipulated in the Exchange Visitor Program regulations. The EV's status will be changed to "No Show." If an EV arrives late, you must

amend his or her program begin-date before validating the EV's record (see Section 2.5.1, Amend Program, for instructions)

**Note:** Continuing EV records do not need to be validated. Once submitted, the status of a continuing EV automatically becomes "Active."

To validate an EV's program participation, perform the following:

1. On the Listing of Programs screen (see exhibit 6), click the **EV Lists** link.
2. Select the **Initial Status Exchange Visitors and Dependents** link.
3. Click the link for the appropriate EV and the Exchange Visitor Information screen (see exhibit 14) for the EV will be displayed.
4. On the Exchange Visitor Information screen, click the **Validate Program Participation** link on the left side of the screen to access the Exchange Visitor Validate Program screen. Exhibit 15, Exchange Visitor Validate Program Screen is an example of the screen.

### Exhibit 15: Exchange Visitor Validate Program Screen

**SEVIS - Exchange Visitor Validate Program**

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

pdilla4353 (ARO, RO, PDSO)

Welcome to the SEVIS - Exchange Visitor Validate Program

**National Technology Institute**  
Program Number: G-3-10523

**Validate Program**  
Required fields are marked with an asterisk (\*)

SEVIS ID: N0000088928  
Family Name: **Nale**  
First Name: **Rusty**  
Suffix:  
Gender: **MALE**  
Date of Birth: **07/04/1978**  
City of Birth: **Salem**  
Country of Birth: **SPAIN**  
Country of Citizenship: **SPAIN**  
Country of Legal Permanent Residence: **SPAIN**  
Status: **INITIAL**  
Active/Initial Dependent Count: **0**  
Program Number: **G-3-10523**  
Program Sponsor: **National Technology Institute**  
Position: **612 - RADIO OR TV JOURNALIST**  
Category: **SPECIALIST**  
Subject/Field Description: **Radio, Television, and Digital Communication, Other (NEW)**  
Subject/Field Remarks: **none**  
Initial Program Date:  
IAP-66 Number:  
Program Begin Date: **04/28/2003**  
Program End Date: **04/20/2004**  
Reinstatement Program Begin Date:  
Passport Number:  
Visa Type: **J-1**  
Visa Number:  
Visa Issue Date:  
Visa Issue Post:  
Port of Entry:  
Date of Entry:  
I-94/Admission Number:

1. **Current U.S. Address:**  
\* Address 1:   
Address 2:   
\* City:   
\* State:   
\* Zip Code:  -

04/28/2003 (Monday)

5. Review the EV's data and enter the current U.S. Address (residence) for this EV. In Exhibit 15, the EV's current U.S. address has been entered.

**Note:** When entering data for **Secondary** (High School) **Students**, enter the name of the Host Family in the field labeled "Address 1" and enter the street address for this residence in the field labeled "Address 2."

6. Click the **Validate Program** button. The system will display the Listing of Programs screen and the EV and dependent's status will be "Active."
7. Click the **Print Final Form DS-2019** button and provide the EV with a copy of the updated Form.

**Note:** The current U.S. address (where the EV will reside) is collected in SEVIS but does not print on the paper Form DS-2019. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity for the EV will print in the U.S. Address field on the Form.

## **2.6 Exchange Visitor Information Screen—Transfer Status**

The Exchange Visitor Information screen for a transfer EV will display the following three links:

- Amend Program—See Section 2.5.1, Amend Program, for instructions on amending the program for a transfer EV.
- Reprint DS-2019—See Section 2.5.3, Reprint DS-2019, for instructions on how to reprint the Form DS-2019 for an EV.
- Validate Program Participation—See the information below for instructions on how to validate the record of an EV who is transferring to your program.

### **2.6.1 Transfer Into Your Program—Validate the EV's Program Participation**


When an EV transfers to your program, his or her record in SEVIS must be validated within 30 days after the effective date of transfer. Validation of program participation requires the sponsor to acknowledge that the EV has reported as required, and to collect the EV's current U.S. address (actual physical location where the EV will reside while in the U.S.). Validation of program participation can take place at any time after the effective date of transfer and the Form DS-2019 has been updated with information pertaining to the new sponsor.

**Note:** If your program is expecting to receive a transfer EV from another SEVIS program, that EV's name will appear in the "All Exchange Visitors and Dependents" and the "Transferred Status Exchange Visitors and Dependents" EV lists with the status of "Transferred" once the effective date of transfer arrives.

To validate the participation of an EV transferring into your program, perform the following:

1. On the Listing of Programs screen (see exhibit 6), click the **EV Lists** link.
2. Select the **All Exchange Visitors and Dependents** or the **Transferred Status Exchange Visitors and Dependents** link.
3. Click the link for the appropriate EV and the Exchange Visitor Information screen for the EV will be displayed.

4. Click **Edit DS-2019** on the left side of the screen and proceed through the EV's electronic Form DS-2019 and make the necessary revisions.
  - On the first page of the Form, complete and/or update the following fields if necessary: 11, Position; 13, Subject/Field Description and Subject/Field Remarks; 14, Current U.S. Address; and 16, Program End Date.
  - On the second page of the Form, add at least one Site of Activity for the EV
  - On page 3 of the Form, if necessary, add dependents and/or update existing dependent information.

**Note:** See Section 2.3, Completing Exchange Visitor Forms DS-2019, for detailed instructions on updating the Form DS-2019.
5. When finished updating the Form, click the **Submit DS-2019** button. A message will display indicating that the transfer has been successfully completed. If an error message displays, return to the Form and make the necessary corrections.
6. Click the **Print Final Form DS-2019** button and provide a copy of the updated Form to the EV. See Section 2.3.6, Print a Draft or Final Form DS-2019, for detailed instructions on how to print.
7. Click  to close the Acrobat Reader window and return to SEVIS.
8. Click the **Return** button (on the successful message screen) to return to the Listing of Programs screen.


**Note:** The EV's record must be validated before he or she is given a status of "Active" in the new program.
9. Click the **EV Lists** link to access the Exchange Visitors and Dependents Menu.
10. Click the **Transferred Status Exchange Visitors and Dependents** link.
11. Click the link for the appropriate EV and the Exchange Visitor Information screen (see exhibit 14) for the EV will be displayed.
12. Click the **Validate Program Participation** link on the left side of the screen.
13. Ensure the accuracy of the current U.S. address (make corrections, if necessary) and click the **Validate Program** button. The Listing of Programs screen will be displayed and the EV's status will be Active.

## **2.7 Exchange Visitor Information Screen—Active Status**

The Exchange Visitor Information screen provides you with a snapshot of the information that was entered on the Form DS-2019. On the left side of the screen are links to the actions, edits, and transfer possibilities appropriate to the EV's current status. Exhibit 16, Exchange Visitor Information Screen—Active Status, is an example of the screen.

## Exhibit 16: Exchange Visitor Information Screen—Active Status

**SEVIS Exchange Visitor Information**



[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

lstan8269(ARO)

**Exchange Visitor Information**

**Actions:**  
[Amend Program](#)  
[Change of Category Request](#)  
[Correct Minor or Technical Infraction](#)  
[End Program for EV](#)  
[Extension beyond the maximum duration of participation request](#)  
[Extension within the maximum duration of participation](#)  
[Reprint DS-2019](#)  
[Terminate EV](#)  
**Edits:**  
[Biographical Information](#)  
[Dependents](#)  
[Financial Information](#)  
[Site of Activity](#)  
**Transfer:**  
[SEVIS to SEVIS Transfer](#)  
[Transfer-out \(to non-SEVIS\)](#)

SEVIS ID: <b>N0000011263</b>	
Family Name:	<b>Jones</b>
First Name:	<b>Susan</b>
Suffix:	
Gender:	<b>FEMALE</b>
Date of Birth:	<b>04/02/1979</b>
City of Birth:	<b>Madrid</b>
Country of Birth:	<b>SPAIN</b>
Country of Citizenship:	<b>SPAIN</b>
Country of Legal Permanent Residence:	<b>SPAIN</b>
Status:	<b>ACTIVE</b>
Active/Initial Dependent Count:	<b>2</b>
Program Number:	<b>P-4-10183</b>
Program Sponsor:	<b>Harrisburg Rotary Club</b>
Position:	<b>200 - CATEGORY - ACADEMIC COMMUNITY</b>
Category:	<b>TEACHER</b>
Subject/Field Description:	<b>Biochemistry</b>
Subject/Field Remarks:	<b>None.</b>
Initial Program Date:	
IAP-66 Number:	
Program Begin Date:	<b>01/05/2003</b>
Program End Date:	<b>12/10/2003</b>
Reinstatement Program Begin Date:	
Visa Type:	<b>J-1</b>
U.S. Address:	<b>101 Main st Fairfax VIRGINIA 20001</b>

<b>Funds:</b>	
Program Sponsor:	<b>\$4,000.00</b>
<b>U.S. Government Agency:</b>	
<b>International Organization:</b>	
Exchange Visitor's Government:	
Binational Commission of the Exchange Visitor's Country:	
All other organizations providing support:	
Personal Funds:	
<b>Total:</b>	<b>\$4,000.00</b>

Dependents	Family Name	First Name	Relationship	Gender	Status
SEVIS ID					
N0000011265	Jones	Sarah	CHILD	FEMALE	ACTIVE
N0000011266	Jones	Marcus	CHILD	MALE	ACTIVE

11/25/2002 (Monday)

The links on the left side of the screen enable you to update the EV's data, extend the EV's program, correct a minor or technical infraction, and complete other processes for the EV. The following sections provide information about each of the options on the Actions, Edit, and Transfer menus.

### 2.7.1 Actions Menu

Those options/links on the Actions menu provide access to the following processes.

#### 2.7.1.1 Amend Program

The Amend Program screen displays summary data for the selected EV, including the program begin and end dates. Change the program end date and enter an explanation in the Remarks text box. Click the **Amend Program** button to save the changes. Use the **Print Final DS-2019** button to print an updated copy of the Form and provide it to the EV. Click the **Return to View Record** button to return to the Exchange Visitor Information screen and view the new data.

**Note:** If an EV arrives late, you must amend his or her program begin date before validating the EV's record. See Section 2.5.4, Validate Program Participation, for instructions on validating the EV's record in SEVIS.

### **2.7.1.2 Change of Category Request**

An RO or ARO may request a change of category for an EV. Any change must be clearly consistent with and closely related to the participant's original exchange objective and necessary due to unusual or exceptional circumstances.

The Change of Category Request screen displays summary information for the selected EV. The lower half of the screen is used to make the request for change of category. Make the necessary changes and click the **Submit** button.

You must remit a non-refundable fee of \$198.00, payable to the U.S. Department of State (22 CFR 62.90) for this request to be processed. You must mail the required fee to:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, D.C. 20547

DOS must review and approve or deny this request.

**Note:** The change of category request, fee, and all paper documentation must be submitted to DOS prior to the EV's program end date so that the EV does not fall out of status.

### **2.7.1.3 Correct Minor or Technical Infraction**

The Correct Minor or Technical Infraction screen enables the RO or ARO to correct a minor or technical infraction of the regulations for a J-1 within the first 120 days of the infraction. Minor or technical infractions are the following:

- Failure to extend a Form DS-2019 in a timely manner (failure to extend program)
- Failure to conclude a transfer of the program prior to the program end date (the EV was in the process of transferring and did not complete the transfer process before the program end date listed on the EV's Form DS-2019)
- Failure to receive approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally appropriate activity

If the EV did not obtain an extension for his or her program within the maximum duration before the program end date, the RO or ARO has the capability to extend the EV's program. The extension can occur within the first 120 days of the EV's program end date. When the current date is between 121 days and 270 days after the EV's program end date, the RO or ARO must submit a request to DOS to review and approve reinstatement of the EV.

To correct a minor or technical infraction, select the reason for the infraction and enter the new program end date. An explanation must be entered in the "Remarks" text box. To complete the process, click the **Correct the Minor or Technical Infraction** button.

### **2.7.1.4 End Program for EV**

The End Program for EV screen displays summary information for the selected EV. To end the program for the EV, a reason must be selected and the date the EV's program will end must be entered. To complete the process, click the **End Program for EV** button.

The EV's program participation can be concluded (nonadverse termination) for the following reasons:

- Cancellation – Change of Status
- Change of Status
- Denied – Change of Status
- Death of EV
- Inability to continue program
- Program completed 30 days or more before program end date
- Withdrawal from the program

Concluding an EV's program participation affects each active J-2 dependent. If a dependent has already been terminated (for example, if he or she has turned 21 years of age), then there is no change in that dependent's status.

**Note:** The day following the end date of an EV's program (the end date identified on the Form DS-2019) the system automatically inactivates the EV's record in SEVIS.

#### **2.7.1.5    *Extension Beyond the Maximum Duration of Participation Request***

The RO or ARO may request to extend an EV's program beyond the maximum duration of program participation. (See Attachment A, DOS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.) The EV must have a status of "Active," and the request must be reviewed and approved by DOS.

**Note:** Since there is no limit on the length of participation for the Student category, do not use this option for student EVs.

**Note:** For instructions on extending a Research Scholar/Professor beyond 36 months to 42 months or less, see Attachment B, Extend Research Scholar/Professor Beyond 36 Months.

The Extension Beyond the Maximum Duration of Participation Request screen displays summary information for the selected EV. The lower half of the screen is used to change the program end date for the EV's program and enter an explanation. Click the **Submit Extension Request** button to submit the request.

You must remit a non-refundable fee of \$198.00, payable to the U.S. Department of State (22 CFR 62.90) for this request to be processed. You must mail the required fee to:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, D.C. 20547

DOS must review and approve or deny this request.

### **2.7.1.6 Extension Within the Maximum Duration of Participation Request**

An RO or ARO may extend an EV's participation in the Exchange Visitor Program up to the limit of the permissible period of participation authorized for his or her specific program category. (See Attachment A, DOS Maximum and Minimum Duration of Participation Rules, for the maximum and minimum duration rules for the various categories.)

The Extension Within the Maximum Duration of Participation screen displays summary data for the selected EV and the field for changing the program end date. After changing the program end date, click the **Submit Extension** button to complete the process. Print an updated copy of the Form and provide it to the EV.

### **2.7.1.7 Matriculation**

When a student EV matriculates from one level of education to another (for example, progresses from an Associate to a Bachelor's degree), the RO or ARO has the capability to make this change. Matriculation applies to an EV who is continuing as a full-time student by moving to a higher level of education, as in the following cases:

- Associate to Bachelor's degree
- Bachelors to Master's degree
- Master's to Doctoral degree

**Note:** Matriculation is only available for Student EVs.

The reason and program end date must be entered for the EV wishing to matriculate. Click the **Matriculate** button to complete the process. Print an updated copy of the Form and provide it to the EV.

**Note:** If you erroneously enter a category for a student EV (for example, entered "Associate" instead of "Masters" and submitted the record in SEVIS, you must call the SEVIS Help Desk for direction on how to correct this error.

### **2.7.1.8 Reprint a Form DS-2019—EV in Active Status**

See Section 2.3.7, Reprint a Form DS-2019, for printing instructions.

### **2.7.1.9 Terminate EV**

Termination implies a change from "Active" or valid program status prior to program completion. Termination has an **adverse** affect on the EV's record (and on the record of each dependent of the EV). Terminated EV's have no extension benefits and cannot apply for reinstatement or change of category.

Termination reasons are the following:

- Conviction of a crime
- Disciplinary action
- Engaging in unauthorized employment
- Failure to pursue EV program activities



- Failure to submit change of current address within 10 days
- Failure to maintain a full-time course of study (22 CFR 62.45(d)(6))
- Failure to maintain health insurance
- Involuntary suspension (22 CFR 62.45(b)(3))
- Other
- Violation of Exchange Visitor Program regulation
- Violation of sponsor rules governing the program

To terminate an EV, one of the above reasons for termination must be selected on the Terminate EV screen and the effective date for the termination must be entered. Also, include an explanation in the text box provided. To complete the process, click the **Terminate EV** button.

## **2.7.2 Edits Menu**

The options/links on the Edits menu provide access to the following processes.

### **2.7.2.1 Biographical Information**

The Exchange Visitor Biographical Information screen displays the biographical information for the selected EV. The Biographical Information screen includes the following fields:

- Family Name
- First Name
- Middle Name
- Suffix
- Date of Birth
- Country of Birth
- Country of Citizenship
- Country of Legal Permanent Residence
- Position
- Current U.S. Address
- Remarks

Required fields are marked with an asterisk (\*). Make the necessary updates to the EV's biographical information and click the **Update Information** button to save the changes. Reprint the Form DS-2019 and provide an updated copy to the EV.

### **2.7.2.2 Dependents**

The Exchange Visitor Dependent screen displays summary data for the selected EV and the **Add Dependent** link. (See Section 2.3.3, Complete Page 3 of the Form DS-2019—Dependent Information, for instructions on adding dependents to an EV record.)

If dependents have been added to the EV's record and the record is in Initial status, this screen lists the dependents by family and first names, relationship, gender, and status. For a given dependent, click one of the following links:

- **Edit** to modify the dependent's record
- **Delete** to delete the dependent record (This link is not available after the EV's record has been submitted in SEVIS.)

If dependents have been added to the EV's record and the record is in Active status, this screen lists the dependents by SEVIS ID, family and first names, relationship, and gender. For a given dependent, click his or her SEVIS ID (for example, **N0123456789**) to see the complete record for both the dependent and principal. You may click one of the following links for the selected dependent:

- **Edit** to modify the dependent's record
- **Terminate** to terminate the dependent's record
- **End Status** to end the dependent's status
- **Reprint DS-2019** to reprint the Form DS-2019 (see Section 2.3.7, Reprint a Form DS-2019, for printing instructions)
- **No Show** to indicate that the dependent has not arrived in the U.S. with the EV and will not be joining the EV.

### **2.7.2.3 Financial Information**

Existing financial information for the selected EV is displayed on this screen, where it can be updated. **Note:** In section 20 of the electronic Form, **DO NOT** select "Other" in the International Organization(s) fields. If you are unable to locate the name of an organization, enter the amount of funding from that organization in the "All other organizations providing support" field. This known problem in SEVIS will be fixed in another release of the application.

After changing the data, click **Update Information** to complete the process. Reprint the Form DS-2019 and provide an updated copy of the Form to the EV.

**Note:** All dollar amounts must be entered in SEVIS without commas and periods, and should be rounded to the nearest whole dollar (for example, \$15,678.49 should be entered as 15678).

### **2.7.2.4 Site of Activity**

This screen displays summary data for the selected EV and a list of the site(s) of activity for the EV. To edit the data for an existing site of activity, click the **Edit** link to the right of the specific site name and edit one or more fields as necessary. Click the **Update Site of Activity** button to

complete the process and return to the Exchange Visitor Site of Activity Menu. If necessary, reprint the Form DS-2019 and provide an updated copy to the EV.

To delete a site of activity, click the **Delete** link to the right of the name of the site that you wish to delete. Review the data to ensure that this is the site that you wish to delete. Click the **Delete Site of Activity** button. If necessary, reprint the Form DS-2019 and provide an updated copy to the EV.

To add another site of activity to the EV's record, click the **Add Activity** link at the bottom of the page. Enter the place where the EV will participate in his or her program (Site of Activity) and the site address. Click the **Add Site of Activity** button to complete the process. If necessary, reprint the Form DS-2019 and provide an updated copy to the EV.

#### **2.7.2.5 Subject/Field**

This screen displays summary data for the selected EV, including the current Subject/Field description. To change the EV's subject/field of study, click the **Select** button to the right of the Subject/Field Description label. On the right side of the Category field, click the down arrow and select a category. After selecting a category, click the **Search** button and select a subject/field. The Exchange Visitor Subject/Field screen displays and the Subject/Field Remarks and Comment text boxes must be completed before clicking the **Update Subject/Field** button to complete the process. Reprint the Form DS-2019 and provide an updated copy to the EV.

#### **2.7.3 Transfer Menu**

Currently, the only valid transfer option is the **SEVIS to SEVIS Transfer** link. The Transfer-out (to non-SEVIS) link is no longer valid and will be removed from the application at a later date.

The **SEVIS to SEVIS Transfer** link is used to transfer an EV from your program to another active SEVIS program. The receiving sponsor must verify the EV's status and program eligibility with the current sponsor. Once notified by the receiving sponsor, the current sponsor will update the EV's record in SEVIS.

**Note:** You may only transfer an EV to a SEVIS program that is designated for the category in which the EV is currently participating.

To transfer an EV to another program, perform the following:

1. On the Exchange Visitor Information screen, click the **SEVIS to SEVIS Transfer** link to access the SEVIS to SEVIS Exchange Visitor Transfer screen.
2. Enter the effective date of the transfer; the date on which the EV becomes the responsibility of the receiving sponsor.
3. In the Receiving Program Sponsor Number field, enter the program ID for the program to which the EV wishes to transfer.
4. Click the **Validate Transfer** button. The system will display a screen containing the name of the sponsor whose program ID was entered.

5. Ensure this is the program sponsor to which the EV wishes to transfer and click the **Approve Transfer** button. If it is not correct, click **Cancel** and repeat steps 3 and 4.
6. On the transfer approved message screen, click the **View Exchange Visitor** button to return to the transferring EV's record. The EV's status will change to "Transferred" on the effective date of transfer. His or her record will remain "Active" until the effective date of transfer.

## **2.8 Exchange Visitor Information Screen—Inactive Status**

### **2.8.1 Correct Minor or Technical Infraction**

This screen enables the RO or ARO to correct a minor or technical infraction of the regulations for a J-1 within the first 120 days of the infraction. Minor or technical infractions are the following:

- Failure to extend a Form DS-2019 in a timely manner (failure to extend program)
- Failure to conclude a transfer of the program prior to the program end date (the EV was in the process of transferring and did not complete the transfer process before the program end date listed on the EV's Form DS-2019)
- Failure to receive approval and/or an amended Form DS-2019 before accepting an honorarium or other type of payment for engaging in a normally appropriate activity

If the EV did not obtain an extension for his or her program within the maximum duration before the program end date, the RO or ARO has the capability to extend the EV's program. The extension can occur within the first 120 days of the EV's program end date. When the current date is between 121 days and 270 days after the EV's program end date, the RO or ARO must submit a request to DOS to review and approve reinstatement of the EV.

To correct a minor or technical infraction, select the reason for the infraction and enter the new program end date. An explanation must be entered in the "Remarks" text box. To complete the process, click the Correct the Minor or Technical Infraction button.

### **2.8.2 Reinstatement Request**

An RO or ARO can use the "Correct Minor or Technical Infraction" process to change an EV from "Inactive" status to "Active" status as long as the process is used prior to 121 days after the EV's program end date. When the current date is between 121 days and 270 days after the EV's program end date, the RO or ARO must submit a request to DOS to review and approve reinstatement of the EV (22 CFR 62.45). Reinstatement cannot occur when the current date is greater than 270 days after the EV's program end date; in that case, the EV is terminated.

To reinstate an EV, whose status has been "Inactive" for at least 121 days and not more than 270 days, click the **Reinstatement Request** link on the Exchange Visitor Information screen. Change the program end date on the Reinstatement Request screen. Enter an explanation for the request in the Remarks text box and click the **Submit Reinstatement** button.

You must remit a non-refundable fee of \$198.00, payable to the U.S. Department of State (22 CFR 62.90) for this request to be processed. Mail the required fee to:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, D.C. 20547

DOS must review and approve or deny this request.

### 2.8.3 Cancel Reinstatement

After a reinstatement request has been submitted to DOS for review, you may cancel that request before it is processed by DOS. To cancel a reinstatement request, access the Exchange Visitor Information screen for the EV. Click the **Cancel Reinstatement** link on the left side of the screen. Enter an explanation in the Remarks box if you wish and click the **Cancel Reinstatement Request** button. The EV's record will remain in Inactive status.

### 2.8.4 Terminate

When an EV and dependent has been inactive for more than 270 days, the only option available for the EV and/or dependent is Terminate. Terminated EV's have no extension benefits and are not able to apply for reinstatement or change of category. See Section 2.7.1.9, Terminate EV, for instructions on terminating an EV.

## 2.9 Updating Program Information (Forms DS-3036 and DS-3037)

SEVIS enables ROs and AROs to update the Designation Application, which includes tasks such as requesting brochures, and adding, updating, and deleting AROs. To perform these tasks, you must click the link for the appropriate program on the Listing of Programs screen. Exhibit 17, J Eligibility Launch Page—Listing of Programs, is an example of the screen.

**Exhibit 17: J Eligibility Launch Page—Listing of Programs**

The screenshot shows the SEVIS J Eligibility Launch Page. At the top, there is a navigation bar with links: Main | Help | Tutorial | Logout. The user is logged in as 'lstar8269(ARO)' and the page title is 'Welcome to the SEVIS J Eligibility Launch Page'. The main content area is titled 'Listing of Programs' and includes a note: '\* Indicates an alert for that program'. Below this is a table with columns: Name of Program, Location (City/State), Status, Role, and Commands. The table lists two programs: 'Raine University' (Lightstreet, UT) with status 'PROGRAM WITHDRAWN' and 'Harisberg Rotary Club' (Fairfax, VA) with status 'PROGRAM ACTIVE'. Both programs have a 'Search' link in the Commands column. A box labeled 'Program Link' with an arrow points to the 'Name of Program' column header.

Name of Program	Location (City/State)	Status	Role	Commands
Raine University	Lightstreet, UT	PROGRAM WITHDRAWN	ARO	Search
Harisberg Rotary Club	Fairfax, VA	PROGRAM ACTIVE	ARO	Search New Exchange Visitor

Certain fields on the Designation Application can be updated by a sponsor official without DOS approval. However, submitted changes for other fields must be reviewed and approved by a

DOS user in SEVIS. The tasks requiring DOS approval also require you to print and submit the Form to the Department. Once DOS reviews and approves or denies the change or request, the program sponsor record will be updated.

Exhibit 18, Program Sponsor Information, is an example of the screen that enables you to submit requests to DOS and make changes to your program Information. The screen contains summary information for the selected program, including program officials' information. The left side of the screen contains three menus, Actions, Edits, and Lists/Reports. The options, or links, on each menu provide you with the ability to complete a variety of tasks. The procedures for making requests and/or changes are described in the following sections.

### Exhibit 18: Program Sponsor Information

**SEVIS Program Sponsor Information**

Main | Help | Tutorial | Logout

Welcome to the SEVIS Program Sponsor Information

**Actions:**

- [Amendment](#)
- [Redesignation](#)
- [Change Program Sponsor Name](#)
- [Request Allotment of DS-2019](#)
- [Request Brochures](#)
- [Cancel Program](#)
- [Pending Requests](#)
- [Register for Batch Processing](#)

**Edits:**

- [Add/Update Officials](#)
- [Update Address](#)

**Lists/Reports:**

- [Search Exchange Visitor](#)
- [Create Exchange Visitor](#)
- [Exchange Visitor Lists](#)
- [Reports](#)

**Harisberg Rotary Club**

Program Number: **P-4-10183**

Name of Sponsoring Organization: **Harisberg Rotary Club**

Business Address: **101 Main st**

Mailing Address: **Fairfax, VA 20001**

Approved Categories: **Teacher, Teacher**

Approved Occupational Categories:

Number of DS-2019 forms from the Most Recent Allotment: **2**

Number of DS-2019 Forms Remaining: **0**

Date of Original Designation: **10/17/2002**

Date of Most Recent Redesignation: **11/04/2002**

Annual Reporting Cycle: **ACADEMIC**

Number of Active J1 Exchange Visitors: **2**

Number of Active J2 Exchange Visitors: **2**

**Official Information**

Official Name	Title	Telephone	Fax	Email Address	Role
Karen Starr	Dean	222-222-2222		Karen.Starr@rotary.com	ARO
Phillip Dillard	Director of Foreign Students	111-222-3333		Phillip.Dillard@rotary.com	ARO
Janice Bird	president	222-111-2222		Janice.Bird@rotary.com	RO

**Amendment Link**

11/25/2002 (Monday)

#### 2.9.1 Amendment

The Amendment link enables a sponsor to add more categories to its initial designation, as long as those categories comply with DOS business rules (refer to Attachment C, Participation by Category Matrix). The Amendment process is similar to the initial Designation process. The RO or ARO must complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed and mailed with supporting documentation to DOS. If the application is approved, the additional categories will be added to the program.

### 2.9.1.1 Complete Amendment Page 1

To complete page 1 of the Amendment request, perform the following:

1. Click the Amendment link on the Program Sponsor Information screen. The system displays the first page of the Form DS-3036, as shown in Exhibit 19, SEVIS Amendment Page 1, which includes current data for the selected program.

#### Exhibit 19: SEVIS Amendment Page 1

**SEVIS Amendment Page 1**

Main | Help | Tutorial | Logout

Welcome to the SEVIS Amendment Page 1

U.S. Department of State, Exchange Visitor Program Application-DS-3036  
Office of Exchange Coordination and Designation, OMB Approval No.1405-0120, Expiration Date:08-31-2002  
Amendment [page 1 of 3]  
Required fields are marked with an asterisk (\*)  
Existing Program Number: P-4-10183  
Name of Sponsoring Organization: Harrisberg Rotary Club

**1. Business Address of Sponsoring Organization :**  
Address : 101 Main st  
City : Fairfax  
State : VA  
Zip Code : 20001

**2. Mailing Address of Sponsoring Organization (if different from Business Address) :**  
Address : 101 Main st  
City : Fairfax  
State : VA  
Zip Code : 20001

**3. Type of Application : Amendment**

**4. \*Name and Title of CEO (or equivalent) :**  
\*Last Name : Doe  
\*First Name : James  
Middle Name : Suffix :  
\*Title : President

**5. \*Program Sponsor is a :**  
U.S. Federal Government Agency No  
\*For-Profit Organization No

Save Draft Reset Values Next Print Draft

12/16/2002 (Monday)

2. If necessary, modify Section 4, Name and Title of CEO (or equivalent).
3. Click one of the following buttons:

<b>Save Draft</b>	If applicable, after completing the required fields on page 1, you may click this button to save the data that you have entered on this page.  <b>Note:</b> You <b>do not</b> need to click this button before advancing to the next page of the Form DS-3036. SEVIS automatically saves data when you click the <b>Next</b> button.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.

<b>Next</b>	Click this button to automatically save the data that has been entered on this page and advance to page 2 of the amendment request.
<b>Print Draft</b>	Click this button to print a draft copy of the amendment request.

### **2.9.1.2 Complete Amendment Page 2**

Exhibit 20, Amendment Page 2, is an example of the screen used to enter information regarding the category(ies) that you wish to add. Refer to Attachment C, Participation by Category Matrix, for guidance on which categories may be added to your program.


**Note:** Some of the categories are mutually exclusive and currently designated sponsors with approval to accept participants in these categories cannot amend their programs. Although SEVIS enables you to complete and submit an amendment to these categories, they should not be amended. DOS will deny the amendment request. The categories are:

- Au Pair
- Camp Counselor
- Secondary Student
- Summer Work/Travel
- Teacher
- Trainee (Aviation/Flight Training)
- Trainee, Specialty and/or Trainee, Non-specialty—programs may submit one Form DS-3036 or amendment request to participate in both of these categories, but may not combine them with any other categories (for example, the Trainee, Specialty category may not be combined with the Alien Physician category on the same Form or amendment request)



## Exhibit 20: Amendment Page 2

**SEVIS Amendment Page 2**



[Main](#) | [Help](#) | [Tutorial](#) | [Logout](#)

rhoffm6569(RO)

**Amendment [page 2 of 3]**  
Welcome to the SEVIS Amendment Page 2

**Required fields are marked with an asterisk (\*)**

**7. \*Participation by Category (Indicate total number and approximate duration of participation in each category):**

Type	Number	Duration	Type	Number	Duration
1A. Student, Secondary	<input type="text"/>	<input type="text" value="MONTH(S)"/>	7. Government Visitor	<input type="text"/>	<input type="text" value="MONTH(S)"/>
1B. Student, College/University	<input type="text"/>	<input type="text" value="MONTH(S)"/>	8. Research Scholar	<input type="text"/>	<input type="text" value="MONTH(S)"/>
2A. Trainee, Specialty	<input type="text"/>	<input type="text" value="MONTH(S)"/>	9. Short-term Scholar	<input type="text"/>	<input type="text" value="MONTH(S)"/>
2B. Trainee, Non-specialty	<input type="text"/>	<input type="text" value="MONTH(S)"/>	10. Specialist	<input type="text"/>	<input type="text" value="MONTH(S)"/>
3. Teacher	<input type="text"/>	<input type="text" value="MONTH(S)"/>	11. Camp Counselor	<input type="text"/>	<input type="text" value="MONTH(S)"/>
4. Professor	<input type="text"/>	<input type="text" value="MONTH(S)"/>	12. Summer Work/Travel	<input type="text"/>	<input type="text" value="MONTH(S)"/>
5. International Visitor	<input type="text"/>	<input type="text" value="MONTH(S)"/>	13. Au Pair	<input type="text"/>	<input type="text" value="MONTH(S)"/>
6. Alien Physician	<input type="text"/>	<input type="text" value="MONTH(S)"/>			

**8. \*Training Program (if the category selected is trainee):**

Arts and Culture

Information Media and Communications

Education, Social Sciences, Library Science, Counseling and Social Services

Management, Business, Commerce and Finance

Health Related Occupations

Aviation

if selected, enter  
FAA Certification Number under 14 CFR part 141:  Expiration date:  (MM/DD/YYYY)

if FAA certified, select

☐ Accredited with one of the 'Nationally Recognized Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation

☐ Applied for Accreditation

☒ Clear Selection

The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations

Construction and Building Trades

Agriculture, Forestry and Fishing

Public Administration and Law

Other

12/16/2002 (Monday)

Below is a list of the sections and fields on page 2 of the Form and a brief description or explanation for each. An asterisk precedes the sections and fields that must be completed. To complete page 2, enter the following data:

Section	Description/Explanation
* 7. Participation by Category (Indicate total number and approximate duration of participation in each category)	<p>You may request authorization to sponsor exchange visitors in one or more of thirteen categories. For each additional category for which you are applying, enter the number of exchange visitors expected in that category in the Number column. <b>Note:</b> Do not include the previously approved categories for the program</p> <p>In the next box, enter the duration of the exchange-visitor participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.</p> <p><b>Note:</b> The regulations (22 CFR 62.8) require sponsors other than the Federal Government to have no fewer than five (5) exchange visitors per calendar year.</p>

Below is a list of the categories, including a brief description and/or explanation of each.

Category	Description/Explanation
<p>Student, Secondary (1A)</p> <p><b>Note:</b> This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p><u>Secondary school students</u> (22 CFR 62.25). A separate application must be completed for this sub-category, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must be:</p> <ol style="list-style-type: none"> <li>1. Secondary students who have not completed more than eleven years of primary and secondary schooling, excluding kindergarten, in their home country</li> <li>2. At least 15 but not more than 18-1/2 years of age at the time of initial school enrollment</li> <li>3. Without previous participation as an exchange visitor for high school studies in the U.S.</li> </ol> <p>Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.</p> <p>The <u>duration of participation</u> for secondary school students is a minimum of one academic semester and a maximum of one academic year.</p>

Category	Description/Explanation
Student, College/University (1B)	<p><u>College and University Students</u> (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the U.S. Academic training is permitted, if approved by the sponsor, but study must be the primary purpose of the exchange visitor's program in the U.S. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).</p> <p>The <u>duration of participation</u> for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program the <u>duration of participation</u> shall not exceed 24 months.</p>
<p>Trainee, Specialty (2A) Trainee, Non-specialty (2B)</p> <p><b>Note:</b> The Flight Training/Aviation category (which is a non-specialty trainee category) is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>A separate application must be completed for this category. If one or both of these categories is selected, then no other category may be requested.</p> <p><b>Note:</b> An aviation-training program must be submitted as a separate application. For example, if the applicant wishes to conduct training programs in "Aviation" and "The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations," two applications (Forms DS-3036) must be submitted.</p> <p>Although training often occurs in a work-place setting, the training must be <i>bona fide</i>, and not merely employment. Generic training plans for each requested training occupation must be submitted with the application. Designated sponsors are required to ensure that <i>individual</i> training plans are prepared for selected trainees and that continuous supervision and periodic evaluation is provided.</p> <p>The <u>maximum duration of participation</u> is 24 months for flight-training programs. <b>Note:</b> Schools with flight-training programs should specify 24 months <b>only</b> if they have the Air Transport Pilot (ATP) rating on their FAA certificate (that is, helicopter training programs). All other flight-training programs should specify no more than 18 months.</p> <p>The <u>maximum duration of participation</u> for a trainee is</p>

Category	Description/Explanation
	<p>18 months unless DOS limits a sponsor's designation to a lesser amount of time, for example a 12-month training program. An extension of a program beyond the 12 months would be considered an extension beyond the maximum duration of participation and require DOS approval.</p> <p><b>Note:</b> Section 8 (Training Information) on the electronic Form DS-3036 must be completed if the Trainee category is selected.</p>
<p>Teacher (3)</p> <p>The Teacher category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy <b>all</b> of the following:</p> <ol style="list-style-type: none"> <li>1. Meet the qualifications for teaching in primary or secondary schools in his or her home country</li> <li>2. Satisfy the standards of the U.S. State in which he or she will teach</li> <li>3. Have a minimum of three years of teaching or related professional experience</li> </ol> <p>Letters from the State Department of Education for each state in which foreign teachers will be placed must be submitted to DOS with the application. Copies of the approval letter(s) obtained from the State Departments of Education must be included with the application.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed three years.</p>
Professor (4)	<p>This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the sponsor.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed three years.</p>
International Visitor (5)	<p>This category (22 CFR 62.28) is reserved for use by the U.S. Department of State. "International Visitors" are potential or recognized leaders in their own countries.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed one year.</p>

Category	Description/Explanation
Alien Physician (6)	<p>This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a Clinical Exchange Program. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only program sponsor authorized to use this category. All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the two-year home-country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act.</p> <p><b>Note:</b> The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarian, dental, or nursing training.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed seven years.</p>
Government Visitor (7)	<p>This category (22 CFR 62.29) is reserved for use by federal, state, or local government agencies. Programs under this category are for participants who are recognized as influential or distinguished persons, and who are selected by a federal, state, or local governmental agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 18 months.</p>
Research Scholar (8)	<p>Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed three years.</p>

Category	Description/Explanation
Short-term Scholar (9)	<p>A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the U.S. on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed six months. No extensions will be permitted.</p>
Specialist (10)	<p>This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the U.S. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed one year.</p>
Camp Counselor (11) <b>Note:</b> This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	<p>A separate application must be completed for this category (22 CFR 62.30), which facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall sponsors facilitate the entry into the U.S. of a participant for whom a camp placement has not been pre-arranged.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed four months. No extensions will be permitted.</p>
Summer Work/Travel (12) <b>Note:</b> This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.	<p>A separate application must be completed for this category (Subpart G; new regulations were published in the <i>Federal Register</i> on March 28, 1996). This program is designed to achieve the educational objectives of international exchange by involving university students during their summer vacations directly in the daily life of the U.S. through travel and temporary employment opportunities.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed four months. No extensions will be permitted.</p>

Category	Description/Explanation
<p>Au Pair (13)</p> <p><b>Note:</b> This category is mutually exclusive; currently designated sponsors with approval to accept participants in this category cannot amend this program.</p>	<p>A separate application must be completed for this category (22 CFR 62.31). The Au Pair Program is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited childcare services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than six hours of academic credit or its equivalent.</p> <p>The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed one year.</p>

Below is an explanation of Section 8, Training Program, on page 2 of the electronic Form DS-3036. This section must be completed if the Trainee category was selected in Section 7, Participation of Category. To complete Section 8, perform the following:

Section	Description/Explanation
<p>* 8. Training Program (if the category selected is trainee)</p>	<p>"Trainee" may only be selected on an amendment application if the program is currently designated for that category and the program sponsor wishes to add occupational categories. When "Trainee" is selected under "Participation by Category," (section 7 of the electronic Form) one or more occupational categories (identified as "Training Programs" on the screen) must be specified. Do that by selecting "specialty," "non-specialty," or "both" next to the name of the occupational category or categories for which you are applying.</p> <ul style="list-style-type: none"> <li>• If "Aviation" is selected, enter the FAA certification number and the certification expiration date.</li> <li>• Specify that the program is accredited, or that an accreditation application has been submitted, by selecting one of the radio buttons (Accredited with one of the 'Nationally Recognized Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation, or Applied for Accreditation). <b>Note:</b> If you select one of these radio buttons by mistake, select the <b>Clear</b></li> </ul>

Section	Description/Explanation
	<p><b>Selection</b> button.</p> <p><b>Note:</b> An aviation-training program, which can only be non-specialty, requires a separate application.</p> <ul style="list-style-type: none"> <li>• If the occupational category "Other" is selected, an explanation must be provided.</li> </ul> <p>A <b>specialty occupation</b> is one that requires both theoretical knowledge and practical experience in a highly specialized field (for example, public and business administration, architecture, accounting, the sciences, or journalism). To participate in specialty training, an exchange visitor must have at least a relevant academic degree or recognized professional certificate.</p> <p>A <b>skilled non-specialty occupation</b> is one for which an exchange visitor must possess at least two years of education or experience in the field in which he or she will be trained.</p> <p>A training plan must be submitted for each kind of occupational category specified. Furthermore, a separate training plan must be submitted when, for a given kind of training, both specialty and non-specialty training is specified. For example, selecting "Arts and Culture" with the type "specialty," and "Health Related Occupations" with the type "both," would require submission of three training plans.</p> <p>Each plan should be "generic," that is, applicable to all trainees in the specified field, and not tailored to particular individuals (individual plans are written only after designation). Each plan should subdivide the training program into phases, specifying the duration and objectives of each phase, and showing how each phase builds on the previous one. Each plan must also include:</p> <ol style="list-style-type: none"> <li>1. A statement of the training objectives</li> <li>2. A list of skills to be imparted to the trainee</li> <li>3. A copy of the training syllabus</li> <li>4. A justification for any proposed on-the-job training</li> <li>5. A description of how the trainee will be supervised and evaluated</li> </ol>



Select one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page.
<b>Previous</b>	Click this button to return to the previous page of the amendment request. <b>Warning:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. If you do not save first, the data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Next</b>	Click this button to automatically save the data that you have entered and advance to page 3 of the amendment request.
<b>Print Draft</b>	Click this button to print a draft copy of the amendment request.

### 2.9.1.3 Complete Amendment Page 3

Exhibit 21, Amendment Page 3, is an example of page 3 of the Amendment request.

#### Exhibit 21: Amendment Page 3

**SEVIS Designation Page 3**

Main | Help | Tutorial | Logout

rho06569(RO)

Welcome to the SEVIS Designation Page 3

Amendment [page 3 of 3]  
Required fields are marked with an asterisk (\*)

9. \*Method of selection and arrangements for Financial Support of Exchange Visitor while in the U.S.(specify source and amount of funding, as appropriate) (Maximum. 500 chars):

10. \*Purpose or Objective (Maximum. 500 chars):

11. \*Outline of Proposed Activities (Maximum. 500 chars):

12. \*Arrangements for Supervision (Maximum. 500 chars):

13. \*Role of Other Organizations Associated with Programs(if any) (Maximum. 500 chars):

14. \*Organization

I hereby certify that I am an officer of the above named organization with the title of President; that I am authorized by the ; to sign this certification and bind the organization and that a true copy of such authorization is on file with the Office of Exchange Coordination and Designation or is attached.

Save Draft Previous Reset Values Submit Print Draft

Below is a list of the sections on page 3 and a brief description or explanation for each. All of the sections on this page must be completed **for the new categories for which you are applying**. To complete page 3 of the Form DS-3036, enter the following data:

Field	Description/Explanation
* 9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.	<p>No more than 500 characters can be entered into this field, and many sponsors will find it difficult or impossible to supply all the requested information in this space. In such cases, use the text field to address, at least briefly, each of the six categories listed below. Enter for each, as necessary "Additional supporting documentation to be supplied by mail." Mail the relevant documents with the signed and notarized printed copy of the Form DS-3036 and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036.</p> <ol style="list-style-type: none"><li>1. Selection of Exchange Visitors (22 CFR 62.10(a))</li><li>2. Program Costs/Fees and Deposits/Refunds</li><li>3. Program Funding/Financial Support</li><li>4. Health Care Insurance (22 CFR 62.14)</li><li>5. Orientation (22 CFR 62.19)</li><li>6. Consortium Information</li></ol>
* 10. Purpose or Objective	<p>Provide information about the program's purpose and objectives. Explain how the program will promote better understanding, and improve communications, between people in the U.S. and other nations of the world through international educational and cultural exchange.</p>
* 11. Outline of Proposed Activities	<p>Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural and social activities. Please describe the planned cross-cultural activities that would acquaint participants with American society, culture, and institutions.</p> <p><b>Note:</b> Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required.</p>

Field	Description/Explanation
* 12. Arrangements for Supervision	<p>Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10).</p> <ol style="list-style-type: none"> <li>1. Describe provisions for the supervision, evaluation, and monitoring of the participants and host families, as applicable. For Secondary School Programs, also include information on the approximate ratio of sponsor representatives to students within the 150-mile radius specified by regulations 62.25(d)(2).</li> <li>2. Can participants contact the sponsor without difficulty in cases of emergency? Give details.</li> <li>3. Provide details regarding where participants will stay while in the U.S. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable.</li> <li>4. If there are written materials that define precisely the purpose and objectives of the program, as well, as the financial arrangements under which it is to be administered, please enclose a copy with the application. Post-secondary educational institutions shall include a copy of any current agreements, if applicable.</li> </ol>
* 13. Role of Other Organizations Associated with Programs (if any)	<p>Provide the names and addresses of your organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom your organization is cooperating in exchange activities. Please advise if any of these organizations have their own designations to carry out an exchange program.</p> <p><b>Note:</b> This field is mandatory, so enter "N/A" if it does not apply.</p>
* 14. Organization	<p>In the empty text box, fill in the <i>title</i> of a person or group (for example, Board of Regents). Do not enter a person's name. <b>Note:</b> This information may be obtained from your Articles of Incorporation.</p>



Select one of the following buttons:

<b>Save Draft</b>	Click this button to save the data that you have entered on this page.
<b>Previous</b>	Click this button to return to the previous page of the amendment request. <b>WARNING:</b> Be sure to save the data entered on this page before selecting the <b>Previous</b> button. If you do not save first, the data that you entered on this page will be lost.
<b>Reset Values</b>	Click this button to erase all entries on the page that have not been saved.
<b>Submit</b>	Click this button to submit the amendment request to DOS for review. Once submitted, you will not be able to make changes to the request; RO and ARO can only view and print the Form DS-3036. See Section 2.6.1.4, Submit the Amendment Request, for additional information.
<b>Print Draft</b>	Click this button to print a draft copy of the amendment request.  It is recommended that you print the draft Form DS-3036 prior to submission of the Form. Printing the draft Form allows you to review a paper copy of the data for accuracy. You may make necessary corrections prior to submission of the Form. See Section 2.9.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

#### **2.9.1.4 Print a Form DS-3036, Form DS-3037, or Draft Form**

The **Print DS-3036**, **Print Draft**, and **Print DS-3037** buttons open the Adobe Acrobat® Reader, from which a copy of the selected Form may be sent to a designated printer at your location.

To print a copy of a Form, perform the following:

1. Click the **Print DS-3036**, **Print Draft**, or **Print DS-3037** button. Another browser window will open and the Form will be displayed using Acrobat Reader.  
**Note:** During the launch of Acrobat® Reader, a File Download window may be displayed. To keep this window from being displayed in the future, click in the box next to "always ask before opening this type of file" to remove the check mark. Select the **Open** button to view the application.
2. When the Form is displayed in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages.
3. Click the **Print** button  on the Acrobat® Reader toolbar. The Print window will be displayed.
4. Ensure the name of the printer you wish to use is listed in the Name field of the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form will be printed on the designated printer.
6. Click the **Close** button  on the Acrobat® Reader window to close the window.

### **2.9.1.5 Submit the Amendment Request**

The Amendment process is similar to the initial Designation process. The RO or ARO must complete and submit an amendment to the program's original Form DS-3036 using SEVIS. The completed application must also be printed, signed, notarized, and mailed with supporting documentation to DOS at the following address:

Office of Exchange Coordination Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, DC 20547

DOS will use SEVIS to view and approve or deny the amendment request. Once DOS reviews the application, the following outcomes are possible:

- **Approved**—The RO and the individual who submitted the Form DS-3036 (if different) will receive approval notification via email. The additional categories will be added to the program.
- **Request for Information**—Additional information is required for processing the request. The individual who submitted the request will receive an email indicating the information requested. A letter outlining the need for additional information will be sent via fax or mail. When DOS receives the information, SEVIS will send an email to the individual who submitted the request indicating that the material has been received and the review process will continue.
- **Denied**—The RO and the individual who submitted the request, if different, will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

## **2.9.2 Redesignation**

Programs are approved to operate for a specific period of time. Six months before a program's approval to operate expires, SEVIS will provide an alert indicating that the expiration date is nearing. Another alert will display three months prior to the date of expiration. Sponsors may seek redesignation for another 1 or 2 year term. Sponsors seeking redesignation may continue to operate their program(s) until DOS notifies them of a decision to extend or terminate their length of designation. There is no fee for requesting redesignation. The following sections provide instructions for completing and submitting the redesignation application in SEVIS.

### **2.9.2.1 Complete the Redesignation Application**

To complete the redesignation process, perform the following:

1. Click the **Redesignation** link on the Program Sponsor Information screen. The system will display the Redesignation Application as shown in Exhibit 22, Redesignation Application Page.

## Exhibit 22: Redesignation Application Page

**Redesignation Application Page**

Main | Help | Tutorial | Logout

Istan9269 (ARO)

Welcome to the Redesignation Application Page

U.S. Department of State, Exchange Visitor Program Application-DS-3036

Office of Exchange Coordination and Designation, DMB Approval No.1405-0120, Expiration Date:08-31-2002

**Redesignation**

Required fields are marked with an asterisk (\*)

Program Number: P-4-10183

Name of Sponsoring Organization: Harisberg Rotary Club

1. \*Type of Application: Redesignation

2. \*Organization

I hereby certify that I am an officer of the above named organization with the title of [text box]; that I am authorized by the [text box] to sign this certification and bind the organization and that a true copy of such authorization is on file with the Office of Exchange Coordination and Designation or is attached.

Submit Cancel

04/21/2003 (Monday)

2. Complete section 2 by entering the title of the CEO or equivalent in the first text box and the name of the authorizing organization (for example, Board of Trustees) in the second text box.
3. Click one of the following buttons:

<b>Submit</b>	Click this button to submit the redesignation request to DOS. On the message screen that displays, click the <b>Print DS-3036</b> button and print a copy of the Form. This Form must be signed, notarized, and mailed to DOS.  See Section 2.9.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.  See Section 2.9.2.2, Submit the Redesignation Request, for additional information.
<b>Cancel</b>	Click this button to return to the previous page of the redesignation request.

### **2.9.2.2 Submit the Redesignation Request**

Following the submission of the redesignation request in SEVIS, a signed and notarized copy of the request (Form DS-3036) must be mailed to DOS at:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, DC 20547

DOS will use SEVIS to view and approve or deny the amendment request. Once DOS reviews the application, the following outcomes are possible:

- **Approved**—The RO and the individual who submitted the Form DS-3036 (if different) will receive approval notification via email. The length of redesignation (1 or 2 years) will be included in the email.

- **Request for Information**—Additional information is required for processing the request. The individual who submitted the request will receive an email indicating the information requested. A letter outlining the need for additional information will be sent via fax or mail. When DOS receives the information, SEVIS will send an email to the individual who submitted the request indicating that the material has been received and the review process will continue.
- **Denied**—The RO and the individual who submitted the request, if different, will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

### **2.9.3 Change Program Sponsor Name**

A program sponsor official may change the name of his or her organization with approval by DOS. However, change of ownership requires the completion and submission of a new Designation Application (Form DS-3036). To submit a request to change the name of your organization, perform the following:

1. On the Program Sponsor Information screen, click the **Change Program Sponsor Name** link.
2. Enter the required information and click the **Change Name** button. The system forwards the request to DOS.
3. New Articles of Incorporation must be mailed to the address below before DOS will review the request. The Form DS-3037 also needs to be printed (see Section 2.9.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions), signed, and mailed to DOS.

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, D.C. 20547

Following receipt of the Articles of Incorporation, DOS will process the request. This action must be reviewed and approved or denied by DOS. An email will be sent to inform the RO or ARO if the request is approved or denied.

### **2.9.4 Request Allotment of Forms DS-2019**

SEVIS sends sponsors a notice alerting them that 80% of their electronic Form DS-2019 allotment has been used and it is time to request additional Forms.

ROs and AROs may submit a request to DOS for an allotment of Forms DS-2019. DOS has the discretion to determine the number of forms to provide to the sponsor and, if necessary, will contact the RO to discuss the request.

To request additional Forms DS-2019, perform the following:

1. On the Program Sponsor Information screen, click the **Request Allotment of DS-2019** link.

2. Enter the number of forms requested and click the **Request Allotment** button.

This action must be reviewed and approved or denied by DOS. An email will be sent to inform the RO if the request is approved or denied.

**Note:** If you are not able to submit this request, view the Pending Requests for your program to determine whether another official has already submitted the request.

### **2.9.5 Request Brochures**

All exchange visitor program sponsors may request copies of the “Exchange Visitor Welcome” brochures. Another brochure that may be requested is the “Au Pair” brochure. To request copies of one or both of these brochures, perform the following:

1. On the Program Sponsor Information screen, click the **Request Brochures** link.
2. Enter the number of brochures requested and click the **Request Brochures** button. An email will be sent to the RO or ARO to confirm receipt of the request and to inform him or her when the brochures will be mailed to the program.

### **2.9.6 Cancel Program**

Program sponsors who wish to discontinue participation in the Exchange Visitor Program must inform DOS of this decision. To cancel your program, perform the following:

1. On the Program Sponsor Information screen, click the **Cancel Program** link. The system will display the Cancel Program screen.
2. Click the **Cancel Program** button. **WARNING:** The program will be cancelled immediately when you click the **Cancel Program** button.

**Note:** Once a program is cancelled, additional program participants cannot be added. Proper steps must be taken to transfer the existing participants out of the program. You may also allow the EVs to complete their programs, at which time the records will become Inactive. When there are no "Active" EVs in the program, the remaining users (officials) will receive an email informing them that their access to SEVIS for the cancelled program has been deactivated.

### **2.9.7 Pending Requests**

SEVIS provides you with the ability to view, print, and delete requests that are pending. Such requests include a request for Forms DS-2019 and adding program sponsor officials. To view the requests that are pending, click the **Pending Request** link on the Program Sponsor Information screen. The following links may be available:

- **View**—Click this link to view the request that has been submitted to DOS.
- **Delete**—Click this link to delete the request.
- **Print**—Click this link to print a copy of the selected request. See Section 2.9.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.



### **2.9.8 Register for Batch Processing**

The batch data exchange (batch interface) process is the method for automated exchange of data between SEVIS and programs, using the Internet. This exchange requires the registration of a digital certificate in SEVIS for those organizations that wish to use batch.

The RO or an ARO for a program wishing to use batch must register the digital certificate. Organizations that sponsor multiple programs must register the digital certificate for each program.

**Note:** At this time, an RO or ARO may register to use batch at only one program or school. However, one user may perform SEVIS duties for multiple programs and/or schools. In this situation, different ROs or AROs must register to perform the batch duties for the other program(s)/school. For example, Official A performs duties for programs X and Y, and school Z. Official A may register to use batch for only one program or school. If Official A registers to perform batch duties for Program X, Officials B and C must register to perform batch duties for Program Y and School Z.

**Note:** Prior to registering the digital certificate for use with SEVIS, download the certificate files with the “.cer” and “.pem” extensions to a secure location on your local area network. The procedures to download the certificate files will vary depending on the type of browser being used.

To register a digital certificate, perform the following:

1. Access SEVIS and click on the name of the program that you wish to register. The SEVIS Program Information screen will display.
2. Select the **Register for Batch Processing** link and the system will display the Acceptance of Batch Interface Security Requirements screen.
3. After reading the requirements, click the **Accept** button to proceed with the registration process. The system will display the Batch Process Registration screen. If you click the **Reject** button, the system will display the Program Information screen.
4. To select the path name of the program’s digital certificate, click the **Browse** button and locate the files with the “.cer” and “.pem” extensions.
5. Highlight the file name and click the **Open** button. The Upload Certificate screen will display with the path name shown in the text box.
6. Click the **Upload Certificate** button. If the certificate and the RO or ARO’s credentials are confirmed by SEVIS, a confirmation screen will display. However, if the system cannot validate the certificate and credentials, an error message will display. Remember, only digital certificates issued by VeriSign® are valid for use with SEVIS.

**Note:** The SEVIS web site and the online help contain additional information regarding the SEVIS Batch Interface process.

### **2.9.9 Add/Update Officials**

You may change information about existing officials, or add new officials for your program. To do so, click the **Add/Update Officials** link on the Edits menu. Exhibit 23, SEVIS Officials, is an example of the screen that will display.

**Note:** Each sponsor must have one RO and up to ten AROs.

### Exhibit 23: SEVIS Officials

The screenshot shows the 'SEVIS Officials' interface. At the top, there's a navigation bar with 'Main | Help | Tutorial | Logout' and a user identifier 'kstarr8269(ARO)'. Below this is a 'Welcome to the SEVIS Officials' message. The main content area is titled 'Official Information' and contains a table with the following data:

Official Name	Role	Title	Telephone	Fax	Email Address	Actions
Karen Starr	ARO	Dean	222-222-2222		Karen.Starr@rotary.com	<a href="#">Update</a> <a href="#">Delete</a>
Phillip Dillard	ARO	Director of Foreign Students	111-222-3333		Phillip.Dillard@rotary.com	<a href="#">Update</a> <a href="#">Delete</a>
Janice Bird	RO	president	222-111-2222		Janice.Bird@rotary.com	<a href="#">Update</a> <a href="#">Delete</a>

Below the table are two links: 'Add New Official' and 'Add Existing Official'. A 'Cancel' button is also visible. The date '11/25/2002 (Monday)' is displayed. Four callout boxes with arrows point to specific links: 'Add New Official Link' points to 'Add New Official'; 'Add Existing Official Link' points to 'Add Existing Official'; 'Update Link' points to the 'Update' link in the actions column for Janice Bird; and 'Delete Link' points to the 'Delete' link in the actions column for Janice Bird.

You may update an existing official's SEVIS record and add new or existing officials. The RO may also submit his or her replacement. Each of these procedures is discussed in the following sections.

#### 2.9.9.1 Update an Existing Official's Record

Updating an active official's record includes changing his or her name, telephone number, and/or email address. To update the record, perform the following:

1. On the SEVIS Officials screen, click the **Update** link to the right of the name of the official whose information you wish to update. These data fields may be changed: last name, first name, middle name, suffix, telephone and fax numbers, and email address.
2. Make the necessary changes to the official's data.
3. Click the **Update Official** button. A message will display indicating that the request has been submitted. If the telephone number, fax number, and/or email address were updated, those changes will take effect immediately.

**WARNING:** If the official's name **and** other data must be updated, make all changes except the name change and click the **Update Official** button. Those changes will take effect immediately. Name changes must be reviewed and approved by DOS (for example, the user changed his or her last name).

4. If you submitted a request for a name change, you must print the Form DS-3037. See Section 2.9.1.4, Print a Form DS-3036, Form DS-3037, or Draft Form, for printing instructions.

5. The RO must sign Page 2 of the Form DS-3037 (Certification of Citizenship) and Page 1 of the Form must notarized. Mail the completed Form to:

Office of Exchange Coordination and Designation  
Bureau of Educational and Cultural Affairs  
U.S. Department of State,  
301 4<sup>th</sup> St. S.W., SA-44, Room 734  
Washington, DC 20547

6. The official will receive an email informing him or her when DOS has approved the request. The official may continue using SEVIS to perform SEVIS-related tasks.

### **2.9.9.2 Delete an Existing Official**

Deleting an official will remove the individual's record from the program sponsor altogether and the official will no longer be able to perform SEVIS tasks for that program sponsor. To delete an official, perform the following:

1. Click the **Delete** link to the right of an official's email address. The system displays the Delete Official screen.
2. Review the data that displays. Be sure that this is the official whose access to SEVIS you wish to terminate.
3. You may enter a reason for deleting this official and click the **Delete Official** button.

### **2.9.9.3 Replace the RO**

Only the existing RO may submit a request to replace the RO. The request must be reviewed and approved by DOS. To request the replacement of an RO, perform the following:

1. Click the **Replace** link to the right of the current RO's email address. (**Note:** This link does not appear in Exhibit 23, SEVIS Officials, because the user has not been designated as an RO.)
2. To replace the RO with an existing SEVIS user, enter his or her SEVIS user ID in the Account Userid (User ID) field and click the **Replace RO** button below the field. The system will display another Replace RO screen containing summary information about the existing SEVIS user.
3. Review the data and click the **Replace RO** button if this is the official that will replace the current RO. If the new RO is already an RO (for another program) or ARO, the replacement takes effect immediately. If the new RO is a Principal Designated School Official (PDSO) or DSO, DOS will review and approve or deny this request.

If the new RO is a new SEVIS user, complete the following information (an asterisk precedes the fields that must be completed):

Field	Description/Explanation
* Last Name	The surname or family name of a person.

Field	Description/Explanation
* First Name	The first name of a person.
Middle Name	The middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	A title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or a legal permanent resident (LPR). <b>Note:</b> All program sponsor officials must be U.S. citizens or LPRs.
* If LPR, please enter the person's A-number	<p>Enter the alien number if the RO is an LPR. Enter the complete A-number, including the "A."</p> <p>If you receive an error message indicating that the A-number is not valid, you may have entered an 8-digit number. The system requires a 9-digit number. Take the following actions:</p> <ol style="list-style-type: none"><li>1. Check the original number carefully. If it had 9 digits, correct your SEVIS entry.</li><li>2. If it had 8 digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of it (many existing A-numbers are only 8 digits long), for example, A012345678.</li></ol> <p>If it had less than 8 digits, it is invalid and cannot be entered. Query the official to obtain his or her valid number.</p>
* Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (e.g., "Chief Executive Officer," not "CEO").
* Telephone Number	A valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	A telephone number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication with DOS.
* Email Address	A valid electronic mail address. SEVIS correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users.

4. Click the **Replace RO** button at the bottom of the page. DOS will review and approve or deny this request after receiving the signed and notarized Certification of Citizenship form.

**Note:** When replacing the RO with a person who is not an existing RO or ARO for another program, you must submit a Citizenship Certification form for the new RO. To print this form, click the **Print DS-3037** button on the screen that displays after you click the **Replace RO** button. If you do not print the Form immediately after submitting the request, you may click the **Pending Requests** link in the Actions column on the Program Sponsor Information screen and click the **Print** link for the appropriate request. The printed Form will include a section to be filled out and signed by the new RO, certifying his or her citizenship status. This Citizenship Certification form must be notarized before it is submitted to DOS. If the certification is notarized using an ink stamp, then it may faxed to DOS (1-202-401-9809), and the original Form must be submitted via mail. If the Form is notarized with an embossed stamp, it must be mailed in.

#### **2.9.9.4 Add New Officials (AROs)**

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add new AROs, perform the following:

1. Click the **Add New Official** link below the Official Name column. Exhibit 24, Add Official, is an example of the screen that will display.

#### **Exhibit 24: Add Official**

**SEVIS Add Official**

Main | Help | Tutorial | Logout

ksarr8269(ARO)

Welcome to the SEVIS Add Official

**Add Official**

Required fields are marked with an asterisk (\*)

Existing Program Number: P-4-10183

Name of Sponsoring Organization: Harrisberg Rotary Club

\* Last Name :

\* First Name :

Middle Name :  Suffix :

\* The Official is : ☐ US Citizen ☐ Legal Permanent Resident

\* If LPR, Please enter the person's 'A' number :  (XXXXXXXXXX)

\* Role :

\* Title :

\* Telephone : (  )  -  ext.

Fax Number : (  )  -

\* Email Address :

Add Official Cancel

11/25/2002 (Monday)

2. Complete the following information (an asterisk precedes the fields and sections that must be completed):

Field	Description/Explanation
* Last Name	The surname or family name of a person.
* First Name	The first name of a person.
Middle Name	The middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	A title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or a Legal Permanent Resident (LPR). <b>Note:</b> All program sponsor officials must be U.S. citizens or LPRs.
* If LPR, please enter the person's 'A' number	<p>Enter the alien number if the ARO is an LPR. Enter the complete A-number, including the "A".</p> <p>If you receive an error message indicating that the A-number is not valid, you may have entered an 8-digit number. The system requires a 9-digit number. Take the following actions:</p> <ol style="list-style-type: none"><li>1. Check the original number carefully. If it had 9 digits, correct your SEVIS entry.</li><li>2. If it had 8 digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of it (many existing A-numbers are only 8 digits long).</li></ol> <p>If it had less than 8 digits, it is invalid and cannot be entered. Query the official to obtain his or her valid number.</p>
* Role	Select the ARO role for the official.
* Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (e.g., "Chief Executive Officer," not "CEO").
* Telephone Number	A valid telephone number, including the three-digit area code and an extension, if applicable.
Fax Number	A telephone number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in the communication with DOS.
* Email Address	A valid electronic mail address. SEVIS

Field	Description/Explanation
	correspondence will be sent to this email address, including the SEVIS user ID and password instructions for new users.

3. Click the **Add Official** button at the bottom of the screen. DOS will review and approve or deny this request.

**Note:** If an ARO who is not an existing RO or ARO for another program is added, a Citizenship Certification form must be submitted for the new official. To print this form, click the **Print DS-3037** button on the screen that displays after you click the **Add Official** button. If the Form is not printed immediately after submitting the request, it may be printed by clicking the **Pending Requests** link in the Actions column on the Program Sponsor Information screen and clicking the **Print** link for the appropriate request. The printed Form will include a section to be filled out and signed by the new ARO, certifying his or her citizenship status. This Citizenship Certification form must be notarized before it is submitted to DOS. If the certification is notarized using an ink stamp, then it may faxed to DOS (1-202-401-9809), and the original must be submitted via mail. If the Form is notarized with an embossed stamp, it must be mailed to DOS.

#### **2.9.9.5 Add Existing Officials**

There are program sponsor and school personnel who already have access to SEVIS because of their affiliation with another program. They are considered existing officials. To add an existing official and assign him or her a program sponsor role, perform the following:

1. Click the **Add Existing Official** link below the Official Name column. The system displays the Add Existing Official screen.
2. Enter the active user's SEVIS user ID in the Account Userid field and click the **Add Official** button. The system displays another Add Existing Official screen. Exhibit 25, Add Existing Official, is an example of the screen.

## Exhibit 25: Add Existing Official

**SEVIS Add Existing Official**

Main | Help | Tutorial | Logout

ksarr8269(ARO)

Welcome to the SEVIS Add Existing Official

**Update Official**

Required fields are marked with an asterisk(\*)

Existing Program Number: P-4-10183

Name of Sponsoring Organization: Harrisberg Rotary Club

Last Name : Dill

First Name : William

Middle Name :

Suffix :

The Official is : US Citizen

Role : PDSO

Title : Director of Foreign Students

\* Role : ARO

\* Telephone : ( 703 ) 703 - 7037 ext.

Fax Number : ( ) -

\* Email Address : William.Dill@waterford.edu

Update Official Cancel

11/25/2002 (Monday)

3. Review the user's data and select the ARO role for the official.
4. If necessary, enter the correct telephone number for this user. A fax number may also be entered to assist in the communication with DOS.
5. Enter the user's email address and click the **Update Official** button. The system displays a message indicating that the request has been successfully submitted. If the Existing Official is an RO or ARO the application is automatically approved. If the Existing Official is a PDSO or DSO, the citizenship certification and signed Form DS-3037 must be mailed to DOS for review and approval.

### 2.9.10 Update Address

Program sponsors may change the address for their organization. To update the organization's address, perform the following:

1. Click the **Update Address** link on the Program Sponsor Information screen. The system displays the Update Address screen.
2. Make the necessary changes to the address and click the **Update Address** button. This request does not require review by DOS and will take effect immediately.

### 2.10 Exchange Visitor Search

After logging into SEVIS, the system will display a list of programs associated with your user ID. You can search for an EV's record in any of the programs for which you are assigned a role. Exhibit 26, J Eligibility Launch Page—Search and Alerts Links, shows where the **Search** link appears on the screen.



## Exhibit 26: J Eligibility Launch Page—Search and Alerts Links

The screenshot shows the SEVIS J Eligibility Launch Page. At the top, there is a navigation bar with links: Main | Help | Tutorial | Logout. The user is logged in as lstart8269(ARO). The page title is "SEVIS J Eligibility Launch Page". Below the navigation bar, there is a "Welcome to the SEVIS J Eligibility Launch Page" message. The main content area is titled "Listing of Programs" and includes a note: "\* Indicates an alert for that program". The table below lists two programs:

Name of Program	Location (City/State)	Status	Role	Commands
<a href="#">Raine University</a>	Lightstreet, UT	PROGRAM WITHDRAWN	ARO	<a href="#">Search</a>
<a href="#">Harisberg Rotary Club</a>	Fairfax, VA	PROGRAM ACTIVE	ARO	<a href="#">Search</a> <a href="#">New Exchange Visitor</a> <a href="#">* Alerts</a> <a href="#">EV Lists</a> <a href="#">Reports</a>

Two callout boxes with arrows point to specific links in the table:

- A box labeled "Search Link" points to the [Search](#) link in the Commands column for Raine University.
- A box labeled "Alerts Link" points to the [\\* Alerts](#) link in the Commands column for Harisberg Rotary Club.

To perform a search, complete the following:

1. On the Listing of Programs screen, click the [Search](#) link to the right of the name of the program whose records you would like to search. The system displays the search screen as shown in Exhibit 27, Exchange Visitor Search.

## Exhibit 27: Exchange Visitor Search

The screenshot displays the SEVIS J Eligibility Launch Page. At the top, there is a navigation bar with links: Main | Help | Tutorial | Logout. The user is logged in as 'Ishtar8269(ARO)'. Below the navigation bar, a banner for 'Harisberg Rotary Club' is shown with 'Program Number: P-4-10183'. The main heading is 'Exchange Visitor Search'. The form includes the following fields and options:

- Sort Options:**
  - Sort By: Last Name (dropdown)
  - Sort Direction: ☒ Ascending ☐ Descending
- SEVIS ID: (text input)
- Search By: (dropdown)
- Program Start Date Range: From: (text input) To: (text input) (MM/DD/YYYY)
- Program End Date Range: From: (text input) To: (text input) (MM/DD/YYYY)
- Family Name: (text input)
- First Name: (text input) (allows wild card % as input, e.g. joh%)
- Date of Birth: (text input) (MM/DD/YYYY)
- Country of Citizenship: (dropdown)
- Sex: (dropdown)
- Country of Birth: (dropdown)
- Country of Legal Permanence Residence: (dropdown)
- Category: (dropdown)
- Subject/Field Code: Select (button)
- Status: (dropdown)
- Termination Reason: (dropdown)
- Inactive Reason: (dropdown)

At the bottom of the form are two buttons: Search and Reset Values. Below the form, the date '12/12/2002 (Thursday)' is displayed.

2. Enter your search criteria. **Note:** If you enter a first name or date of birth, the family (last) name is required. Also, the % wildcard character may be used in the First Name field if you are unsure of the exact spelling of a name. For example, searching on all first names beginning with Mar% may result in a list containing Marc, Marcus, Mark, Marie, Mary, Martha, etc., if you do not select the gender for the EV.
3. Click the **Search** button. The system will display the results of the search.
4. Locate the name of the EV whose record you wish to view and/or update and click on the link. The system will display the EV's record.

### 2.11 Alerts

Alerts are notices to users identifying tasks that need to be completed in SEVIS. (If there are no alerts for a program, this link will not display.) In most cases, these alerts are indicators that, according to the information currently in the system, the EV's status will change (in many cases from Active to Terminated or Completed) if some action or update is not taken by an RO or

ARO within a certain number of days. If no action is taken, the system will automatically take action.

To view alerts available for a specific program, perform the following:

1. Click the **\*Alerts** link (see Exhibit 17, J Eligibility Launch Page—Listing of Programs) in the Commands column. The list of alerts for that program displays. Each row in the list represents a SEVIS situation that requires the attention of the RO or ARO. For example, "Saved Record(s) Not Submitted for 15 Days" indicates that there are EV records in the "Draft" status and the current date is 15 days or more past the date of last update. These records must either be deleted, or completed and submitted to the system.
2. Click on an alert to see the specific list of records that require processing.
3. Click on the name link for an EV to access his or her record.
4. Process the record. In the example in Step 1, you would click on the EV's name and select the **Edit** link. Review and complete the Exchange Visitor Information screens, and submit the record to SEVIS.

## 2.12 Reports

SEVIS provides you with the ability to generate and print a variety of reports that reflect current SEVIS information for the data elements that are included in the report. Please note that the types of reports currently available are subject to change as a result of enhancements to the reporting capabilities of the system.

Below is a list of the reports that are available at this time and a description of each report.

Title of Report	Description
<b>400 Report - Profile of Sponsor Activity</b>	Provides detailed information about the program sponsor over a specific time period, between 1 and 5 years, based on the start and end dates selected.
<b>Category Levels - Counts for Category by Purpose Code and Country</b>	Provides detailed information about EV category levels by purpose code and country.
<b>Country Levels Report - Country Levels by Program Sponsor</b>	Provides detailed information about the program's EVs based on the visa type selected.
<b>Annual Report - J1 Exchange Visitor Program U.S. Department of State</b>	<p>Provides the annual report for the program. <b>Note:</b> This report must be generated and mailed to DOS each year by the date stipulated on the program sponsor's designation letter.</p> <p><b>Note:</b> SEVIS will send an alert to the sponsor 30 days prior to the annual report due date reminding the sponsor to complete and submit the report to DOS.</p>

<b>Title of Report</b>	<b>Description</b>
<b>Secondary Student Placement Report</b>	Provides information about secondary student placements for the program based on the start date and end date selected.
<b>DoS No Show Report</b>	Provides information about nonimmigrants in "No Show" status for the program based on the visa type, start date, and end date selected.
<b>EV Enter POE Before/After Program Start Date Report</b>	Provides information about EVs for your program who entered the POE either before or after their program's start date.

The following sections contain the instructions for generating reports and printing reports using either the Internet Explorer or Netscape browsers.

### **2.12.1 Generate a Report**

Reports are snapshots of parts of the SEVIS database. They reflect current SEVIS information for the data elements included in the report. To generate a report, perform the following:

1. On the Program Sponsor Information screen, click the **Reports** link. The system displays the Reports screen, as shown in Exhibit 28, Reports Page.

## Exhibit 28: Reports Page

**Reports Page**

Main | Listing of Schools | Listing of Programs | Help | Tutorial | Logout

pdilla4353 (ARO, RO, PDSO)

Welcome to the Reports Page

### RO/ARO Reports

Format: ☒ HTML ☐ Text

Click on Help (above) and search on Printing Reports to find the proper page settings for printing SEVIS reports.

**Submit**

#### SEVIS Reports

- ☒ 400 Report - Profile of sponsor activity
- ☐ Category Levels - Counts for category by purpose code and country
- ☐ Country Levels Report - Country levels by program sponsor
- ☐ Annual Report - J1 Exchange Visitor Program U.S. Department of State
- ☐ Secondary Student Placement Report
- ☐ DoS No Show Report
- ☐ EV EnterPOE Before/After Program Start Date Report

04/15/2003 (Tuesday)

2. To select a report title, click the radio button adjacent to the report title.
3. Select an output format: HTML (a web-page format) or Text (a format that can be easily pasted into a word processor for additional formatting and editing).
4. Click the **Submit** button.
5. If there are no search criteria for the selected report, the report will be generated and will display in a new browser window. If search criteria must be chosen for the selected report, the Report Search Criteria Entry Page will display in the browser window. Select the search criteria, and click the **Submit** button to generate the report.

### 2.12.2 Print a Report

The procedure for printing reports is different depending on the browser used (Internet Explorer or Netscape). The procedures for printing reports using both browsers are described below.

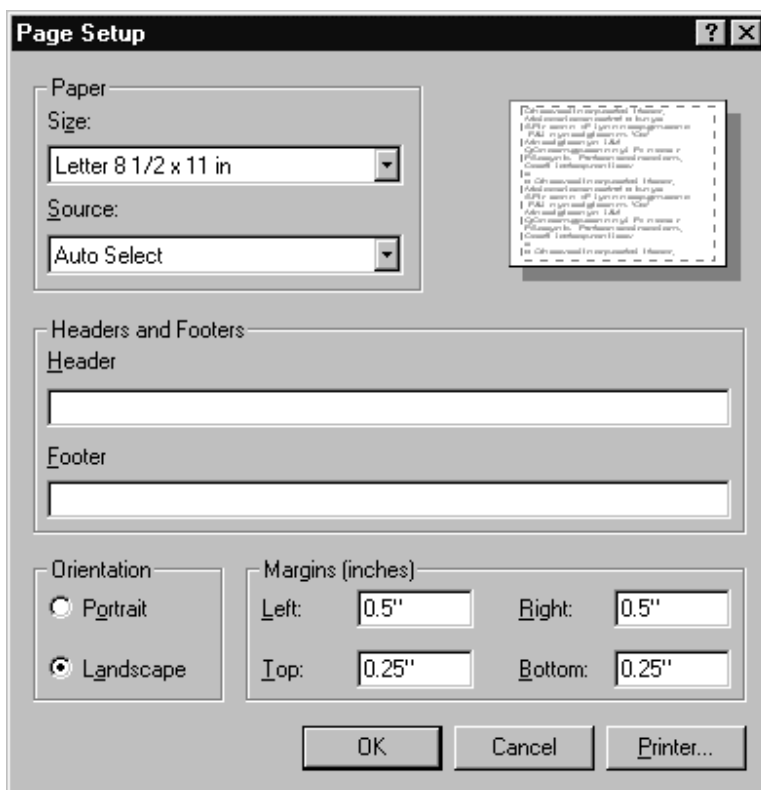
#### 2.12.2.1 Printing a Report Using the Internet Explorer Browser


To print a report using Internet Explorer, perform the following:

1. For best results when printing, it is recommended that the following changes are made to the print settings:
  - a. Click on the File menu on the Internet Explorer toolbar.

- b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 29, Internet Explorer Page Setup Window.

**Exhibit 29: Internet Explorer Page Setup Window**



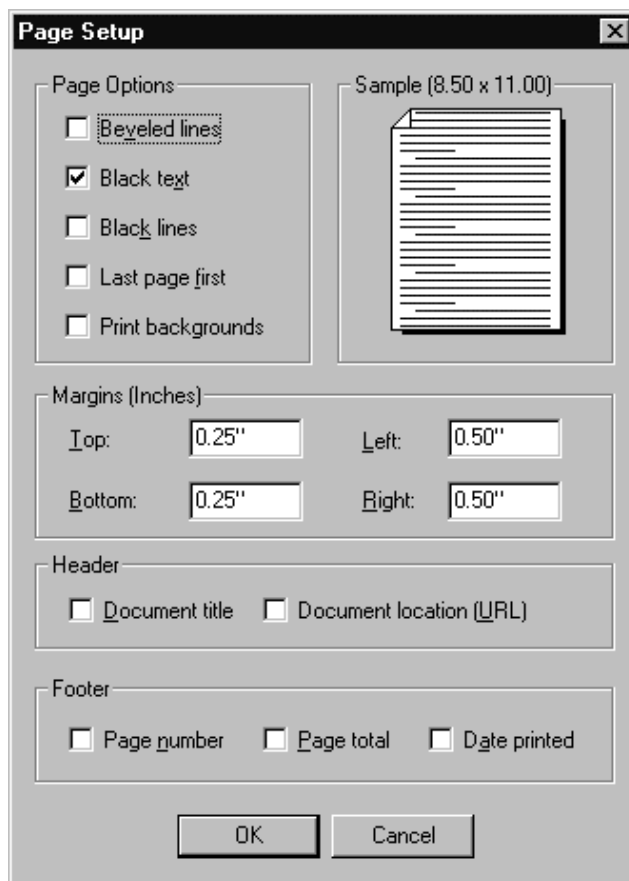
- c. If necessary, delete all data that displays in the Header field.
- d. If necessary, delete all data that displays in the Footer field.
- e. Click the Landscape button in the Orientation section.
- f. Set the top and bottom margins to 0.25''.
- g. Click the **OK** button.
2. Select Print from the File menu. The Print window will be displayed.
3. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click **OK** and the report will be printed on the designated printer.
5. Click the **Close** button  on the browser to close the window and return to SEVIS.


### **2.12.2.2 Printing a Report Using the Netscape Browser**


To print a report using Netscape, perform the following:

1. For best results when printing, it is recommended that the following changes are made to the browser print settings for Netscape:
  - a. Click on the File menu on the Netscape toolbar.
  - b. Select Page Setup. The Page Setup window displays, as shown in Exhibit 30, Netscape Page Setup Window.

**Exhibit 30: Netscape Page Setup Window**



- c. Set the top and bottom margins to 0.25".
  - d. If necessary, click to remove the check mark next to all options in the Header section.
  - e. If necessary, click to remove the check mark next to all options in the Footer section.
  - f. Click the **OK** button.
2. Select **Print** from the File menu or click the print button  on the browser toolbar. The Print window will be displayed.
3. Ensure the name of the printer listed in the Name field is the printer from which you wish the report to print. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
4. Click the **Properties** button and select the Paper tab.
5. In the Orientation section, click the Landscape radio button.

6. Click **OK** to accept the Landscape setting.
7. Click **OK** on the Print window and the report will be printed on the designated printer.
8. Click the **Close** button  on the browser to close the window and return to SEVIS.

### **3. OPERATING INSTRUCTIONS**

#### **3.1 Initiate Operation**

You will access SEVIS via the Internet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Navigator Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.

To log into SEVIS, perform the following:


1. Access the Internet and go to the SEVIS Log in Page at <https://egov.immigration.gov/sevis/>
2. Enter your user ID in the User Name field.
3. Enter your password in the password field.
4. Press **Enter** or click the **Login** button.


**Note:** SEVIS may respond faster or slower depending on the number of users accessing SEVIS.

#### **3.2 Maintain Operation**

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

#### **3.3 Terminate and Restart Operations**

You may log off SEVIS at any time by clicking **Logout** on the navigation bar. To close the browser window, click the **Close** button  on the browser window.

**Note:** If the SEVIS system locks up, click the **Close** button  on the browser window and initiate operation again.

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Call the SEVIS Help Desk (1-800-892-4829) to have your access to SEVIS reinstated.

### **4. ERROR HANDLING**

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.



The system also includes a SEVIS - Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the login page. When returned to the login page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk.

## **5. HELP FACILITIES**

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8:00 a.m. and 8:00 p.m. Eastern Time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

## **APPENDIX A—ACRONYMS AND ABBREVIATIONS**

The following terms are used in this document.

<b>ACRONYM</b>	<b>DEFINITION</b>
ARO	Alternate Responsible Officer
ATP	Air Transport Pilot
BICE	Bureau of Immigration and Customs Enforcement
CFR	Code of Federal Regulations
CIP	Classification of Instructional Programs
DOS	Department of State
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FAA	Federal Aviation Administration
HTML	Hypertext markup language
IAP-66	Form IAP-66; Certificate of Eligibility, which has been replaced by Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status
INS	Immigration and Naturalization Service
LPR	Legal Permanent Resident
NCES	National Center for Educational Statistics
PDSO	Principal Designated School Official
POE	Port of Entry
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
U.S.	United States

**APPENDIX B—STATUS VALUES FOR EXCHANGE VISITORS AND  
DEPENDENTS**

### Status Values for Exchange Visitors and Dependents

Below is a list and explanation of each status that EVs and their dependents may have in SEVIS.

SEVIS Status	Description/Explanation
Saved/Draft	EV and/or dependent records that have been saved but not submitted to the SEVIS database. These records are also considered “draft” records. An RO or ARO may review, edit, and submit a saved/draft record to SEVIS.
Initial	<p>EV and/or dependent records that have been created and submitted to SEVIS (saved to the SEVIS database), but the EV’s program has not been validated by the sponsor.</p> <p>Validation is the process of updating the record of an EV who is in the Initial status (Form issued but EV has not yet entered the U.S.) in SEVIS to show that the EV:</p> <ul style="list-style-type: none"><li>– Has actually arrived at the site of activity in the U.S. identified by the sponsor</li><li>– Is participating in his or her exchange program.</li></ul> <p>The records of Continuing EVs are always in the Active status (EV is in valid program status). <b>DO NOT</b> validate the records of Continuing EVs that are already saved in SEVIS.</p> <p><b>Note:</b> Failure to validate an EV’s participation within 30 days of the program start date as reflected on the Form DS-2019 will result in cancellation of the EV’s record in SEVIS, as stipulated in the Exchange Visitor Program regulations (22 CFR 62).</p>
Active	<p>The sponsor has validated an EV’s participation in his program (by entering the current U.S. address for the EV). The current U.S. address is the location where the EV will live while participating in his or her program. The current U.S. address is collected in SEVIS but does not print on the paper Form DS-2019. When the Form DS-2019 is printed from SEVIS, the address of the primary site of activity for the EV will print in the Current U.S. address field on the Form.</p> <p>Following the validation of the EV in SEVIS, the EV is considered to be in Active or valid program status.</p> <p><b>Note:</b> An RO or ARO can use the “Correct Minor or Technical Infraction” process to change an EV from “Inactive” status to “Active” status if today’s date is not greater than 120 days beyond the EV’s program end date that is shown on the most recent Form DS-2019, IAP-66, or IAP-66P. When today’s date is greater than 120 days and less than 270 days after the EV’s program end date, the RO</p>

SEVIS Status	Description/Explanation
	or ARO must submit a reinstatement request to DOS to review and approve (22 CFR 62.45). Reinstatement cannot occur when the current date is greater than 270 days after the EV's program end date.
Terminated	<p>In SEVIS, the sponsor has terminated the EV's participation; termination implies a change from "Active," or valid program status, prior to program completion. Termination has an <b>adverse</b> affect on the EV's record, and on the record of each dependent of the EV. Terminated EVs have no extension benefits and are not able to apply for reinstatement or change of category.</p> <p><b>Note:</b> Dependent records are automatically terminated when the EV's participation is terminated. Also, an RO or ARO can terminate the status of a dependent prior to the end of the EV's program for reasons such as the commission of a crime or violation of the Exchange Visitor Program regulations.</p>
Transferred (SEVIS to SEVIS)	<p>The EV has transferred between two sponsors authorized access to SEVIS.</p> <p><b>Note:</b> If your program is expecting to receive a transfer EV from another SEVIS program, this EV's name will appear on the "All Exchange Visitors and Dependents" EV list with the status of "Transferred" once the effective date of the transfer is reached. To view this list, click the <b><u>EV Lists</u></b> link to the right of the appropriate program on the Listing of Programs screen, the screen that displays when you log into SEVIS. Then select the appropriate link on the Exchange Visitors and Dependents Menu displays.</p>
Transferred to a non-SEVIS Sponsor	This status is not longer valid.
Inactive	<p>An EV and/or dependent can become inactive (out of status) for the following reasons:</p> <ul style="list-style-type: none"> <li>– The RO or ARO ends the program of an EV (for example, the EV completes his or her program early, or withdraws from the program). The status of the EV's dependents will also be set to "Inactive" when the sponsor takes action on the EV.</li> <li>– The RO or ARO ends the status of the spouse or dependent because the accompanying spouse got divorced from the EV, or the spouse and/or dependent died.</li> <li>– The dependent's status is automatically ended in SEVIS on the day the dependent turns 21 years of age.</li> </ul>

SEVIS Status	Description/Explanation
	<ul style="list-style-type: none"><li>– The system automatically ends the status of an EV upon the expiration of the EV's current Form DS-2019 (the day after the end date listed on the Form). The status of all of the EV's dependents will be set to "Inactive" as well.</li><li>– The system ends the status of an EV and his or her dependents when, in a transfer situation, the current date is 61 days greater than the effective date of the transfer and the status of the EV is still "Transferred."</li></ul>
Invalid	<p>An EV's status is "Invalid" when he or she:</p> <ul style="list-style-type: none"><li>– Does not use the Form DS-2019 issued by a program sponsor to obtain a visa</li><li>– Uses the Form DS-2019 to obtain a visa but does not enter the U.S. through a port of entry within 30 days of the program start date identified on the Form</li></ul> <p><b>Note:</b> Dependent records are automatically set to "Invalid" when the EV's Form DS-2019 is set to "Invalid."</p>
No Show	<p>The EV's program participation has not been validated in SEVIS for any the following reasons:</p> <ul style="list-style-type: none"><li>– It is 30 days after the program start date listed on the Form DS-2019 that was issued to an EV to begin a new program and the EV has entered the U.S. through a port of entry but has not reported to the sponsor.</li><li>– It is 30 days after the effective date of transfer.</li></ul> <p><b>Note:</b> Dependent records are automatically set to "No Show" when the EV's record is set to "No Show."</p>

**ATTACHMENT A—DOS MAXIMUM AND MINIMUM  
DURATION OF PARTICIPATION RULES**



## Department of State Maximum and Minimum Duration of Participation Rules

Category	Minimum Duration of Participation <sup>1</sup>	Minimum Duration of Participation for Sponsors with Program Serial G-1, G-2, or G-3	Maximum Duration of Participation	Extension of Program permitted by RO/ARO (if within maximum duration of participation)	Extension beyond maximum duration of participation is permitted (requires DOS approval)
Professor and Research Scholar	3 weeks	N/A	3 years	Less than or equal to 6 months	Yes
Teachers	3 weeks	N/A	3 years	Yes	Yes
Alien Physicians	3 weeks	N/A	7 years	Yes	Yes
International Visitors	N/A	N/A	1 year	Yes	Yes
Government Visitors	3 weeks	N/A	18 months	Yes	Yes
Short -Term Scholars	N/A	N/A	6 months	Yes	No
Specialists	3 weeks	N/A	1 year	Yes	No
Camp Counselor	3 weeks	N/A	4 months	Yes	No
Summer Work Travel	3 weeks	N/A	4 months	Yes	No
Associate Degree Student	3 weeks	N/A	N/A	Yes	
Bachelors Degree Student	3 weeks	N/A	N/A	Yes	
Masters Degree Student	3 weeks	N/A	N/A	Yes	
Doctorate Degree Student	3 weeks	N/A	N/A	Yes	
Non-Degree Student	3 weeks	N/A	2 years	Yes	No
Secondary Student	One academic semester (5 months)	One academic semester (5 months)	1 year	Yes	No
Au Pair	1 year	N/A	1 year	Yes	Yes
Flight Trainee	3 weeks	N/A	18 or 24 months	Yes	Yes
All Other Trainees <sup>2</sup>	3 weeks	N/A	18 months	Yes	Yes

<sup>1</sup> Section 62.8 General program requirements.

(b) **Minimum duration of program.** Sponsors, other than the federal government agencies (Note: Identified by the program serial, G-1, G-2 and G-3), shall provide each exchange visitor, except short-term scholars, with a minimum period of participation in the United States of three weeks.

<sup>2</sup> **The maximum duration of participation for a trainee** is 18 months unless a sponsor's designation is limited by DOS to a lesser amount of time, for example, a 12-month training program. An extension of a program beyond the 12 months would be considered an extension beyond the maximum duration of participation and require DOS approval.

**ATTACHMENT B—EXTEND RESEARCH SCHOLAR/PROFESSOR  
BEYOND 36 MONTHS**

## Office of Exchange Coordination and Designation Department of State

---

### SEVIS Procedures to use to extend a Research Scholar/Professor beyond 36 months (42 months or less)

The Research Scholar/Professor must not have participated in his or her program longer than 36 months. Therefore, the Research Scholar/Professor must have been participating in his or her program for less than 36 months.

1. Create the Research Scholar/Professor in SEVIS, along with any dependents, as appropriate. On the New Exchange Visitor Personal Information screen, select the “Continuing Exchange Visitor” button in section 15, Creation Reason.
2. Following submission of the EV’s Form DS-2019, go to the Exchange Visitor Information screen and click the **Extension Beyond the Maximum Duration of Participation** link to request an extension for the Research Scholar/Professor. Ensure that the New Program End Date for the Research Scholar/Professor is entered correctly.
3. Submit the Extension Beyond the Maximum Duration of Participation request. The request will be sent through SEVIS to the Office of Exchange Coordination and Designation at DOS.
4. Use the Reprint option to print the Forms DS-2019 for the Research Scholar/Professor and all dependents, if applicable.
5. Submit a fax to DOS that provides an explanation why the discretionary extension (beyond 36 months but less than 42 months) is being authorized. Fax the description along with the Form DS-2019 for the Research Scholar/Professor and his or her dependents, if applicable, to the Office of Exchange Coordination and Designation at DOS at (202) 401-9809.
6. The Office of Exchange Coordination and Designation at DOS will review the request. If the request for the extension will not result in the Research Scholar/Professor’s program being extended beyond 42 months, DOS will **not** charge the requesting institution \$198. If the extension is for a request that results in the Research Scholar/Professor’s program extending beyond 42 months, the \$198 fee is required along with supporting documentation.
7. You will be notified by SEVIS when the Office of Exchange Coordination and Designation at DOS makes a decision concerning the request for an extension for the Research Scholar/Professor.
  - If the request is approved, you will receive an email concerning the approval.
  - If the request is denied, DOS will notify you through a written letter. The letter will include details of the denial.

**ATTACHMENT C—PARTICIPATION BY CATEGORY MATRIX**

## Participation By Category Matrix

Some Categories require the completion of a separate application (Form DS-3036). Other categories can be applied for on the same application (Form DS-3036). The matrix below lists all of the categories. To use the matrix, in the left column, find a category for which you wish to apply. Then, scan across the row corresponding to that category. A “Y” in a box indicates that the category listed at the top of the column is a category that you may apply for on the same application.

If this category is selected,	Then this category can be selected:													
	Student: Col/Univ	Student: Secondary	Trainee: Specialty	Trainee: Non-Specialty	Teacher	Professor	International Visitor	Alien Physician	Government Visitor	Research Scholar	Short-term Scholar	Specialist	Camp Counselor	Summer Work/ Travel
Student: Col/Univ	Y					Y	Y	Y	Y	Y	Y	Y		
Student: Secondary (High School)		Y												
Trainee: Specialty			Y	Y										
Trainee: Non-Specialty			Y	Y										
Teacher					Y									
Professor	Y				Y	Y	Y	Y	Y	Y	Y	Y		
International Visitor	Y				Y	Y	Y	Y	Y	Y	Y	Y		
Alien Physician	Y				Y	Y	Y	Y	Y	Y	Y	Y		
Government Visitor	Y				Y	Y	Y	Y	Y	Y	Y	Y		
Research Scholar	Y				Y	Y	Y	Y	Y	Y	Y	Y		
Short-term Scholar	Y				Y	Y	Y	Y	Y	Y	Y	Y		
Specialist	Y				Y	Y	Y	Y	Y	Y	Y	Y		
Camp Counselor													Y	
Summer Work/ Travel														Y
Au Pair														Y